

INSTRUCTIONS

- (1) Systematic Transfer Plan (STP) is a special facility available in selected strategies of qSIF. It is a facility wherein unit holders of designated open ended strategies of qSIF can opt to transfer a fixed amount (capital) or variable amount (capital appreciation) at regular intervals to another designated open ended strategies of qSIF.
- (2) Under Multiple STP the unit holders of one designated open ended strategies of qSIF can opt to transfer a Fixed amount (capital) at regular intervals to another one or more designated open ended strategies of qSIF
- (3) Unit holders are advised to read the Statement of Additional Information (SAI), strategies Information Document (ISID) and Key Information Memorandum (KIM) of the respective Transferor & Transferee strategies(s) available at all the Designated Investor Service Centers (DISC), brokers / distributors and on our website www.qsif.com carefully before investing.
- (4) New Unit holders are required to fill up Common Application Form for investing in Transferor strategies along with STP Enrolment Form. Existing Unit holders in Transferor strategies are required to provide their Folio No. and submit only STP Enrolment Form.
- (5) Please submit separate enrolment form for more than one Transferor and / or Transferee strategies.
- (6) An investor whether existing or new is required to select any one of the Transferor strategies and any one or more than one of the Transferee strategies. Maximum number of transferee strategies that can be selected are 5. Unit holders should clearly mention from and to which strategies / option he / she wish to transfer their investment. Please note that if no Transferor strategies or Transferee strategies is mentioned or in case of an ambiguity the application is liable to be rejected.
- (7) An investor has to opt between the Fixed Systematic Transfer Plan & Capital Appreciation Systematic Transfer Plan. In case none of the plans or options are mentioned in the application form or in case of an ambiguity the application for enrolment will be rejected. Further in case plans are not mentioned but options are mentioned, the plan will be selected on the basis of sub - option selected.
- (8) Unit holders are required to select any one of the frequency option under Fixed Systematic Transfer Plan. STP will be executed on 1st, 5th, 10th, 15th, 20th & 25th of every month, where STP will be executed on any pre-specified date of every month to be chosen by the unit holders, Quarterly Option - where STP will be executed on any pre-specified date of the first month of the quarter to be chosen by the unit holder. If an investor does not mention any frequency or ticks on multiple frequencies or the frequency is unclear on the STP application form, the default frequency shall be considered as monthly.
- (9) Under Fixed Systematic Transfer Plan, minimum of ₹10000 and in multiples of ₹1/- each will be transferred on execution date subject to applicable exit load of the transferor strategies in case of minimum of ₹10000 and in multiples of ₹1/- and in case minimum of ₹ 10000 thereof in case of Quarterly option can be transferred on STP execution date subject to applicable exit load. However applications not in multiple of ₹1/- will be processed for the nearest lower multiple of ₹10000, subject to minimum amount specified.
- (10) Under multiple STP the investor has to ensure that he maintains sufficient balance in the transferor strategies else none of the transfers in to the transferee strategies will be processed.
- (11) Under multiple STP the amount of transferee strategies should match with the total sum of amount of all the transferee strategies.
- (12) Unit holders are required to mention date of execution in case of Monthly and Quarterly Option under both the plans. If an investor opts for Monthly or Quarterly frequency but does not mention the STP Date or mentions multiple STP dates or the STP date is unclear on the STP application form, the default STP date shall be treated as 10th of every month/quarter as per the frequency defined by the investor.
- (13) In case execution date mentioned is a non - transaction or non - working day, the STP will be executed on next business / transaction / working day.
- (14) Unit holder has to ensure to maintain minimum balance in accordance with Plans selected in the Transferor strategies on the transfer date / execution date under Fixed Systematic Transfer Plan. In case of insufficient balance / unclear units on the date of transfer in the folio, STP for that particular due date will be processed based on the clear balance available in the strategies. However, future STPs will continue to be active. This will help the investor to continue his STP facility seamlessly. Also if the investor continues to have insufficient balance / unclear units for three consecutive months, qSIF will have the right to discontinue the future STPs at its own discretion.
- (15) Please note that no transfers will take place if there is no minimum capital appreciation amount (except for last transfer leading to closure of account). The capital appreciation, if any, will be calculated from the enrolment date of the STP under the folio, till the first transfer date. Subsequent capital appreciation, if any, will be the capital appreciation between the previous STP date (where transfer has been processed and paid) and the next STP date.
- (16) Minimum number of transfers required for a STP shall be six. In case of Daily STP, minimum number of transfer is one month.
- (17) In case the investor opts for Daily STP and provides the enrolment period in MM/YYYY format, then the first execution date will be the 7th calendar day from the date of submission of the form (excluding date of submission).
- (18) An investor who opts for perpetual option, his STP will continue forever with no end date unless a written request for cancellation is given by the investor in this regard.
- (19) If an investor does not mention STP start date, or the STP start date is unclear/not expressly mentioned on the STP Application form, then by default STP would start from the next subsequent cycle after meeting the minimum registration requirement of 7 working days as per the defined frequency by the investor. If an investor does not mention STP end date or the STP end date is unclear, it will be considered as perpetual STP.
- (20) The Enrolment form completed in all respects can be submitted at any of the Designated Investor Service Centre (DISC) of qSIF at least seven calendar days before the commencement of first execution date of STP. In case the required time of seven calendar days are not met then the STP will be processed from the next STP cycle.
- (21) In accordance with the requirements specified by the SEBI circular no. SEBI/IMD/CIR No.4/168230/09 dated June 30, 2009 no entry load will be charged. Exit Load as applicable in the respective Transferor and Transferee strategies at the time of enrolment / registration will be applicable.
- (22) STP facility is available for all sub options of the mentioned Transferor strategies
- (23) Unit holders should note that Unit holders' details and mode of holding (single, joint, anyone or survivor) in the Transferee strategies will be as per the existing folio number of the Transferor strategies. Units will be allotted under the same folio number.
- (24) For Direct Investments, please mention "Direct" in the column "Name & Broker Code / ARN".

Investors are required to clearly indicate the plans/options in the application form of the strategies. Investor may note that following shall be applicable for default plan

Scenario	Broker Code mentioned by the investor	Plan mentioned by the investor	Default Plan to be captured
1	Not mentioned	Not mentioned	Direct Plan
2	Not mentioned	Direct Plan	Direct Plan
3	Not mentioned	Regular Plan	Direct Plan
4	Mentioned	Direct Plan	Direct Plan
5	Direct	Not mentioned	Direct Plan
6	Direct	Regular Plan	Direct Plan
7	Mentioned	Regular Plan	Regular Plan
8	Mentioned	Not mentioned	Regular Plan

In cases of wrong/ invalid/ incomplete ARN codes mentioned on the application form, the application shall be processed under Regular Plan. The AMC shall contact and obtain the correct ARN code within 30 calendar days of the receipt of the application form from the investor/distributor. In case, the correct code is not received within 30 calendar days, the AMC shall reprocess the transaction under Direct Plan from the date of application without any exit load. Similarly, in the absence of clear indication as to the choice of option (Growth or IDCW Payout), by default, the units will be allotted under the Growth Option of the default /selected plan of the strategies.

(26) Communication for the investors. :

If the investor(s) has/have provided his/their email address in the application form or any subsequent communication in any of the folio belonging to the investor(s), qSIF / Asset Management Company 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).

The investor(s) may request for a physical account statement by writing or calling qSIF's Investor Service Center/ Registrar & Transfer Agent. In case of specific request received from the investor(s), qSIF shall endeavor to provide the account statement to the investor(s) within 5 working days from the receipt of such request.

With effect from October 1, 2011, in accordance with SEBI Circular No. Cir/ IMD/ DF/16/ 2011 dated September 8, 2011, the investor whose transaction has been accepted by the qSIF shall receive the following:

(i) On acceptance of the application, a confirmation by way of email and/or SMS within 5 Business Days from the date of receipt of transaction request will be sent to the Unit holders registered e-mail address and/or mobile number.

(ii) Thereafter, a Consolidated Account Statement (CAS) shall be issued for each calendar month on or before 15th of the immediately succeeding month to the Unit holder(s) in whose folio(s) transaction(s) has/have taken place during the month by physical/e-mail mode.

CAS shall contain details relating to all the transactions carried out by the investor across all strategies of all SIF during the month and holding at the end of the month including transaction charges paid to the distributor.

The word 'transaction' shall include purchase, redemption, switch, IDCW payout, IDCW reinvestment, systematic investment plan systematic withdrawal plan, systematic transfer plan transactions.

(iii) For the purpose of sending CAS, common investors across SIF shall be identified by their Permanent Account Number (PAN). In case of a specific request received from the Unit holders, qSIF will provide the account statement to the investors within 5 Business Days from the receipt of such request. In the event the account has more than one registered holder, the first named Unit holder shall receive the CAS/account statement.

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. For Micro SIP and Sikkim based investors whose PAN details are not mandatorily required to be updated Account Statement will be dispatched by qSIF for each calendar month on or before 10th of the immediately succeeding month.

Further, CAS detailing holding of investment across all strategies of all SIF at the end of every six months (i.e. September/ March), shall be sent by mail/e-mail on or before 15th day of succeeding month as the case may be, to all such Unit holders in whose folios no transaction has taken place during that period. The half yearly consolidated account statement 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.

(27) All valid transfer requisitions would be treated as switch-out / redemption for the Transferor strategies and switch-in/ subscription transactions for the Transferee strategies and would be processed at the applicable NAV (subject to applicable exit load) of the respective strategies. The difference between the NAVs of the two strategies/ Plans will be reflected in the number of units allotted. All valid transactions would be processed as per the applicable cut off timing on the business days as mentioned in the respective ISID

(28) The provision of 'Minimum Redemption Amount' as specified in the strategies Information Document of the opted Transferor strategies and 'Minimum Application Amount' specified in the strategies Information Document of the opted Transferee strategies will not be applicable.

(29) This facility will not be available for units which are under any Lien/Pledged or any lock-in period.

(30) The Unit holders may approach/ consult their tax consultants in regard to the treatment of the transfer of units from the tax point of view.

(31) Unit holders can discontinue STP facility by providing a written notice to the atleast 7 calendar days (excluding day of submission) prior to the due date of the next transfer date. The following information need to be mentioned while submitting a cancellation request (a) Folio holder Name (b) Folio Number (c) Transferor strategies (d) Transferee strategies (e) STP Amount (f) Frequency (g) Cancellation effective date

(32) STP will be automatically terminated if all the units are liquidated or withdrawn from the Transferor strategies or pledged or upon receipt of intimation of death of the unit holder.

(33) The application is subject to detailed scrutiny and verification. Applications which are not complete in all respect are liable for rejection either at the collection point itself or subsequently after detailed scrutiny / verification at the back office of the Registrar.

(34) qSIF in consultation with Trustees reserves the right to withdraw this offering, modify the procedure, frequency, dates, load structure with prior notice in accordance with the SEBI (SIF) Regulations 1996 read with various amendments and circulars issued thereto and any such change will be applicable only to units transacted pursuant to such change on a prospective basis.

(35) Employee Unique Identification Number (EUIIN) would assist in tackling the problem of mis-selling even if the employee/relationship manager/sales person leave the employment of the distributor.

FORMS REQUIRED TO BE FILLED UP : • For Existing Investor : (a) Only STP Enrolment Form • For New Investors : (a) Common Application Form of Transferor strategies (b) STP Enrolment Form.