

## COMMON TRANSACTION FORM

This Form is for use by existing Unitholders of Morgan Stanley Mutual Fund only.  
Please use separate form for each Transaction and each Scheme / Plan.

Morgan Stanley

## DISTRIBUTOR INFORMATION ^

Distributor's Name and ARN No. <b>ARN-13308</b>	Sub-Broker / Branch Code
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No.

^ If left blank the application would be deemed as a direct application.

## UNITHOLDER INFORMATION

Folio No. \_\_\_\_\_ Name of Sole / First Unitholder \_\_\_\_\_

Sole / First Unitholder	Guardian	Second Unitholder	Third Unitholder
Enclosed (please ✓) <input type="checkbox"/> KYC Compliance Proof *	<input type="checkbox"/> KYC Compliance Proof *	<input type="checkbox"/> KYC Compliance Proof *	<input type="checkbox"/> KYC Compliance Proof *

\* Please attach KYC acknowledgement letter in case this additional purchase is the first investment of Rs. 50,000 or more, and KYC proof has not been submitted earlier.

## ADDITIONAL PURCHASE REQUEST

Scheme \_\_\_\_\_

Plan \_\_\_\_\_ Option \_\_\_\_\_

Sub-Option (✓) ☐ Growth ☐ Dividend Payout ☐ Dividend Reinvestment

Dividend Frequency (✓) (where applicable) ☐ Daily\* ☐ Weekly\* ☐ Monthly

Investment Amount \_\_\_\_\_ DD Charges (if applicable) \_\_\_\_\_ Net Amount in Figures \_\_\_\_\_ Net Amount in Words \_\_\_\_\_ \* Reinvestment only

Rs. \_\_\_\_\_ Rs. \_\_\_\_\_ Rs. \_\_\_\_\_

Cheque / DD No. \_\_\_\_\_ Dated \_\_\_\_\_ Drawn on Bank \_\_\_\_\_

Branch \_\_\_\_\_

Account Type (please ✓) ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR

## REDEMPTION REQUEST

Scheme \_\_\_\_\_

Plan \_\_\_\_\_ Option \_\_\_\_\_

Sub-Option (✓) ☐ Growth ☐ Dividend Payout ☐ Dividend Reinvestment

Dividend Frequency (✓) (where applicable) ☐ Daily\* ☐ Weekly\* ☐ Monthly

Amount Rs. \_\_\_\_\_ OR No. of Units \_\_\_\_\_ OR All Units (✓) ☐ \* Reinvestment only

## SWITCH REQUEST

From Scheme \_\_\_\_\_

Plan \_\_\_\_\_ Option \_\_\_\_\_

Sub-Option (✓) ☐ Growth ☐ Dividend Payout ☐ Dividend Reinvestment

Dividend Frequency (✓) (where applicable) ☐ Daily\* ☐ Weekly\* ☐ Monthly

To Scheme \_\_\_\_\_

Plan \_\_\_\_\_ Option \_\_\_\_\_

Sub-Option (✓) ☐ Growth ☐ Dividend Payout ☐ Dividend Reinvestment

Dividend Frequency (✓) (where applicable) ☐ Daily\* ☐ Weekly\* ☐ Monthly

Amount Rs. \_\_\_\_\_ OR No. of Units \_\_\_\_\_ OR All Units (✓) ☐ \* Reinvestment only

## CHANGE OF CONTACT DETAILS (Refer Instruction 12 for KYC compliant cases)

New Address \_\_\_\_\_

City \_\_\_\_\_ Pin Code \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Tel. (O) \_\_\_\_\_ (R) \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Email id \_\_\_\_\_

## CHANGE OF BANK ACCOUNT / MANDATE (Mandatory to attach cancelled cheque leaf as bank account proof)

New Bank Account No. \_\_\_\_\_ Account Type (please ✓) ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR

Bank \_\_\_\_\_

Branch \_\_\_\_\_ City \_\_\_\_\_

MICR Code           IFSC Code

(This is 9 digit number next to your Cheque No.) (This is 11 digit alpha numeric number on your cheque)

(please ✓) ☐ I / We wish to avail of Direct Credit Facility for Dividends / Redemptions

## INVESTOR FACILITIES

☐ I / We would like to access my / our investments over the Internet / Phone, please send me the PIN Request Form.

☐ I / We would like to receive the following communication over email instead of physical copy (✓)

☐ Account Statement ☐ Newsletter ☐ Annual Report ☐ Other Statutory Information

Email id \_\_\_\_\_

☐ I / We would like to receive SMS alerts on my mobile phone. Mobile No: \_\_\_\_\_

... continued overleaf

Morgan Stanley

ACKNOWLEDGEMENT SLIP  
(To be filled in by the Unitholder)

No.

Received from : Folio No. \_\_\_\_\_ Name of Unitholder \_\_\_\_\_

Scheme \_\_\_\_\_

☐ Additional Purchase or ☐ SIP Total Amount (Rs.) \_\_\_\_\_ Total Cheques \_\_\_\_\_

Cheque No(s) from \_\_\_\_\_ to \_\_\_\_\_ Drawn on \_\_\_\_\_

☐ Redemption or ☐ Switch Amount (Rs.) \_\_\_\_\_ OR Units \_\_\_\_\_

☐ STP or ☐ SWP

☐ Change of Contact Details ☐ Change of Bank Account / Mandate ☐ Investor Facilities ☐ Nomination

Collection centre/ISC stamp,  
date & signature

**SYSTEMATIC INVESTMENT PLAN (Only for SIP applications through post dated cheques; Refer instruction 13(b) for SIP application through ECS)**

Separate Cheque required for investment in different Scheme / Plan. All Cheques should be of same date of the months / quarters.

Each SIP Amount Rs.                      (Minimum Rs. 1000) SIP Frequency (please ☒) ☐ Monthly ☐ Quarterly SIP Date (please ☒) ☐ 1st ☐ 10th ☐ 15th

SIP Period From MM YYYY To MM YYYY Cheque Nos. From                      To                      (minimum six cheques)

Drawn on Bank                      Branch                      City                     

Account Type (Please ☒) ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ Others                      (Please specify)

**SYSTEMATIC TRANSFER PLAN (STP) (To be submitted at least 7 days before the 1st due date for transfer)**

Transfer From Scheme                      Plan                     

Option                      Sub-Option (☒) ☐ Growth ☐ Dividend Payout ☐ Dividend Reinvestment

Transfer To Scheme                      Plan                     

Option                      Sub-Option (☒) ☐ Growth ☐ Dividend Payout ☐ Dividend Reinvestment

Amount per instalment Rs.                      Transfer period from MM YYYY to MM YYYY STP will take place on the 1st of every month.

**SYSTEMATIC WITHDRAWAL PLAN (SWP) (To be submitted at least 7 days before the 1st due date for transfer)**

Scheme                      Plan                     

Option                      Sub-Option (☒) ☐ Growth ☐ Dividend Payout ☐ Dividend Reinvestment

Withdrawal Options ☐ Fixed Amount Rs.                      OR ☐ Fixed No. of Units                      Withdrawal Amount Rs.                     

Withdrawal period from MM YYYY to MM YYYY SWP will take place on the 1st of every month.

**NOMINATION**

I/We do hereby nominate the person more particularly described hereunder / and cancel the nomination made by me/us earlier.

Sr. No.	Name and Address of Nominee(s)*	Date of Birth	Name and Address of Guardian	Signature of Guardian	Proportion^ (%) (should aggregate to 100%)
			(to be furnished in case the Nominee is a minor)		
1.	Nominee 1				
2.	Nominee 2				
3.	Nominee 3				

\* Maximum three nominees will be allowed

^ Would be allocated in equal proportion if left blank

**DECLARATION AND SIGNATURES**

The Trustees, Morgan Stanley Mutual Fund

I/we have read and understood the contents of the offer document of the above scheme of Morgan Stanley Mutual Fund including the sections on "who cannot invest" and "important note on Anti Money Laundering, Know Your Customer (KYC) and Investor Protection". I/We hereby apply for allotment / purchase of units in the scheme and agree to abide by the terms and conditions applicable thereto. I/We hereby declare that I/We am/are authorised to make this investment and the amount invested in the scheme is through legitimate sources only and does not involve and is not designated for the purpose of any contravention or evasion of any Act, Rules, Regulations, Notifications or Directions issued by any Regulatory Authority in India. I/We hereby authorise Morgan Stanley Mutual Fund, its Investment Manager and its agent to disclose details of my investment to my bank (s)/Morgan Stanley Mutual Fund's bank(s) and/or distributor/broker/investment advisor. I/We have neither received nor been induced by any relate or gifts directly or indirectly in making this investment. I/We declare that the information given in this application form is correct, complete and truly stated.

**Applicable for NRIs:** I/We confirm that I am/we are Non Resident(s) of Indian Nationality/Origin and that I/We have remitted funds from abroad through approved banking channels or from funds in my/our NRE/FCNR account. I/We undertake that all additional purchases made under this folio will also be from funds received from abroad through approved banking channels or from funds in my/our NRE/FCNR account.

Date DD MM YYYY

SIGNATURES (ALL UNITHOLDERS must sign here)

Sole/First Unitholder / Guardian / PoA Holder

Second Unitholder

Third Unitholder

**INSTRUCTIONS**

- This form is for use by existing unitholders for all Open-ended Schemes of Morgan Stanley Mutual Fund (MSMF).
- Unitholders should refer to the Offer Document(s), Addenda & KIM of the respective Scheme(s) carefully before filling the Application Form.
- Transaction requests must be signed by all the unit holders if the mode of holding is "Joint". In case the mode of holding is "Either or Survivor", any one of the joint holders may sign.
- Completed forms should be submitted to your investment advisor or nearest Morgan Stanley Mutual Fund branch office or Kary Investor Service Centre (ISC).
- As per SEBI guidelines, it is mandatory for the investors to furnish their bank account details. Please verify the accuracy of the bank details.
- As per SEBI directive, w.e.f January 01, 2008 Permanent Account Number (PAN) shall be the sole identification number for all participants transacting in the securities market, including mutual funds, irrespective of the amount.
- Please note that presently, it is mandatory for all applications for subscription of Rs. 50,000/- and above to attach the KYC Acknowledgement Letter for all applicants (including Joint holders, PoA holders, and Guardians in case of minor), along with the Transaction Form while investing for the first time in every folio. This will be applicable for all unitholders (both individual and non-individual). For details, please refer to the offer document of the Scheme, and or contact any ISC of MSMF.
- MSMF will not be held responsible for errors or delays in processing your request due to errors in information provided.
- Additional Purchase and payment details:**
  - Unitholders should fill the name of the scheme, plan and option clearly. In case the unitholder does not fill the plan / option / sub-option properly and clearly or in case of incomplete details, non clarity or ambiguity, default option will be considered and applied.
  - The cheque or demand draft should be drawn in favour of "Scheme name", as the case may be and should be crossed "Account payee". Outstation cheques will not be accepted.
  - Separate cheques should be given for investment in each scheme, plan or option. Unitholders residing in locations where Investor Service Centres or Collection Centres are not located are requested to make payment by demand drafts. DD charges for such investors will be borne by AMC, subject to the maximum amount specified in the OD or as specified by the AMC from time to time.
- Redemption request:** If redemption request exceeds the balance in the account, the entire units will be redeemed.
- Switch:** Value of the switch must confirm to the minimum initial / additional subscription requirement for the relevant switch-in scheme, and will be subject to applicable load structure of the concerned Schemes.
- Change of Contact Details:** Investors who have furnished their KYC acknowledgement letter, and may thereafter wish to furnish a request for change of address, should send a request along with proof for new address to any point of service centre of CDSL Ventures Ltd. for effecting the change.
- Systematic Investment Plan (SIP):**
  - The date of the first cheque shall be the same as the date of the application while the remaining (minimum 6 cheques) shall be post dated cheques (dated uniformly either the 1st, 10th or 15th of a month or quarter).
  - SIP application through ECS will need to be applied through a separate form available on our website or any ISC of Morgan Stanley Mutual Fund.
- Systematic Transfer Plan (STP):**
  - The minimum amount in rupees for transfer under the STP facility is Rs. 1000. The transfer will commence from the date mentioned by the Unit Holder in the Application Form for the facility and will take place on 1st of every month.
  - A minimum period of 7 days is required for registration under STP. The Units will be allotted / redeemed at the Applicable NAV of the respective dates of the Schemes on which such investments / withdrawals are sought from a scheme after levying applicable taxes.
- Systematic Withdrawal Plan (SWP):**
  - The minimum amount in rupees for withdrawal under the SWP facility is Rs. 1000. The withdrawal will commence from the date mentioned by the Unit Holder in the Application Form for the facility and will take place on the 1st of every month.
  - A minimum period of 7 days is required for registration under SWP. The Units will be redeemed at the Applicable NAV of the respective dates of the Schemes on which such withdrawals are sought from the scheme after levying applicable taxes.