helios MUTUAL FUND
Har term ke liye....

SPECIAL PRODUCT REQUEST FORM

Please select any one option & strike off the unused section(s) to prevent any unauthorised use.

Existing Folio Number		**Name of First holder**	

☐ A. SIP MODIFICATION

Details	**Existing Details**	**New Details** *(Mention below only the details to be changed)*
Existing Scheme	**Helios** Plan: ______ Option: ______	**Helios** Plan: ______ Option: ______
Existing Date	D D	New Date D D
Installment Amount	Rs.	Rs.
End Date	D D M M Y Y Y Y	D D M M Y Y Y Y

SIP Modification request should be submitted at least 15 days prior to the next SIP instalment date (i.e., excluding the request date and the next SIP instalment date). However, in case of change of bank mandate for future SIP instalments; the request has to be submitted 30 days prior to the SIP date. Any SIP instalments in the interim may be debited from existing (old) Bank Account.

☐ B. SIP PAUSE

Scheme	**Helios** Plan: ______	Option: ______	
SIP Date	D D	SIP Amount: (Rs.)	
SIP Pause Start Month	D D M M Y Y Y Y	SIP Pause End Month	D D M M Y Y Y Y
Bank Name		Bank Account No.:	

SIP Pause request should be submitted at least 15 days prior to the next SIP instalment date (i.e., excluding the request date and the next SIP instalment date).

☐ C. SIP CANCELLATION REQUEST

Scheme	**Helios** Plan: ______		Option: ______	
SIP Date	D D		SIP Instalment Amount: (Rs.)	
Frequency	☐ Weekly	☐ Monthly	☐ Fortnightly	☐ Quarterly
SIP Period	From: D D M M Y Y Y Y		To: D D M M Y Y Y Y	
Bank Name			Bank Account No.:	

SIP Cancellation request should be received at least 2 calendar days prior to the next due date of the SIP. On the receipt of such a request, the SIP will be discontinued for the folio. All the above fields are mandatory otherwise request will be liable for rejection.

☐ D. STP CANCELLATION REQUEST

	☐ Regular STP	☐ Value STP	☐ Flex STP	
From Scheme	______	Plan: ______	Option: ______	
To Scheme	______	Plan: ______	Option: ______	
STP Date	D D		STP Instalment Amount: (Rs.)	
STP Frequency	☐ Daily	☐ Weekly	☐ Monthly	☐ Quarterly
STP Period	From: D D M M Y Y Y Y		To: D D M M Y Y Y Y	

[STP cancellation request must be submitted 7 days in advance from the next STP due date. (i.e., excluding the request date and the next SIP instalment date)]

☐ E. SWP CANCELLATION REQUEST

Scheme	**Helios** Plan: ______		Option: ______
SWP Date	D D		SWP Instalment Amount: (Rs.)
Frequency	☐ Weekly	☐ Monthly	☐ Quarterly
SWP Period	From: D D M M Y Y Y Y		To: D D M M Y Y Y Y

[SWP cancellation request must be submitted 7 days in advance from the next SWP due date. (i.e., excluding the request date and the next SIP instalment date)]

DECLARATION & SIGNATURES: Having read and understood the contents of scheme related documents and details above, I /We hereby request to change details for future installments or cancel the existing registration as stated above and agree to abide by terms and conditions, rules and regulations of the relevant scheme(s) and this facility.

Sole / First Unit Holder	Second Unit Holder	Third Unit Holder

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ACKNOWLEDGEMENT SLIP

☐ SIP Modification ☐ SIP Pause ☐ SIP Cancellation **FOLIO NO.**

☐ STP Cancellation ☐ SWP Cancellation

www.heliosmf.in	**customercare@helioscapital.in**	**18002100168** (Toll Free Number)

Terms and Conditions and Instructions

SIP Modification:

1. An investor investing through SIP shall have an option to modify the Scheme / Option, SIP instalment amount, SIP date, Frequency in the scheme wherein the SIP investments are currently being made.
2. The option to change Plan from Regular to Direct or vice versa would not be available to the investors under this facility.
3. SIP Modification request will be considered as cancellation of existing SIP and registration of Fresh SIP. Hence, exit Load prevailing on the date of registration of SIP Modification will be applicable.
4. Request has to be submitted at least 15 days prior to the SIP Instalment date. However, in case of change of bank mandate for future SIP instalments; the request has to be submitted 30 days prior to the SIP date. Any SIP instalments in the interim may be debited from existing (old) Bank Account.
5. This facility shall be available only to investors whose SIP is registered through One Time Bank Mandate and the existing OTM should cover all modification requirements like frequency, to date and maximum amount etc.
6. If the investor submits request for Modification of SIP details for a SIP registration where the SIP TOP-UP facility is already registered, the SIP TOP UP facility shall be cancelled immediately upon receipt of modification request.
7. SIP modification request may be rejected at a later date if the investor's Banker rejects the OTM Debit Mandate. In such case the investor will not hold the Fund responsible for any loss occasioned to the investor due to the SIP not being processed.
8. The new registration of SIP based on the change request would be subject to the minimum instalment's conditions required to carry out such registration.
9. In case the selected date falls on a Non-Business Day or on a date which is not available in a particular month, the SIP will be processed on the immediate next business day/date.
10. In case of change in scheme details, default option will be applied in case the details are not available or in case of any ambiguity.
11. Modification facility is not available in case of ISIP (Online SIPs).

SIP Pause Facility:

With the SIP Pause facility, the investor shall have an option to temporarily pause the SIP instalments for a specified period of time. Upon expiry of the specified period, the SIP instalments would re-start automatically. The features, terms and conditions for availing the SIP Pause facility shall be as follows:

1. Under this Facility, the Investor has an option to temporarily pause the SIP for specific number of instalments (i.e., Minimum 1 instalment and Maximum 6 instalments) by submitting the form for SIP Pause Facility at any of the Official Points of Acceptance of Helios Mutual Fund & CAMS ISC centers.
2. If the tenure mentioned for pause is more than 6 months, the pause request shall get rejected.
3. The SIP Pause form should be submitted at least 15 calendar days prior to the next SIP instalment date (i.e., excluding the request date and the next SIP instalment date).
4. Investors cannot cancel the SIP Pause once registered.
5. Investors can avail this facility only once in the tenure of the particular SIP.
6. The SIP Pause facility is only available under Monthly SIP frequencies.
7. The SIP shall restart automatically from the immediate next eligible instalment after the completion of specified pause period.
8. If the SIP pause period is coinciding with the Top-Up facility, the SIP instalment amount post completion of pause period would be inclusive of SIP Top-up amount. For e.g., SIP instalment amount prior to Pause period is INR 3,000/- and Top-up amount is INR 1,000/-. If the pause period is completed after date of Top-up, then the SIP instalment amount post completion of pause period shall be INR 4,000/-
9. SIP Pause facility will not be available for the SIPs sourced/registered through Exchange & Channel platforms as the mandate is registered by them or for SIPs which are registered as standing instructions with their banks.

AMC/Fund reserves the right to amend the terms and conditions of the SIP Pause facility and/or withdraw from the said facility by issuing a suitable notice to this effect.