



### **INSTRUCTIONS TO FILL ONE TIME DEBIT MANDATE FORM (OTM)**

1. Investors who have already submitted a One Time Debit Mandate (OTM) form or already registered for OTM facility should not submit OTM form again as OTM registration is a one-time process only for each bank account in the Folio. However, if such investors wish to add a new bank account towards OTM facility may submit the OTM form.
2. Investors, who have not registered for OTM facility, may fill the OTM form and submit duly signed with their name mentioned.
3. Alongwith OTM, investors need to provide an original cancelled cheque (or a copy) with name and account number pre-printed of the bank account to be registered failing which registration may not be accepted. Investor's cheque/ bank account details are subject to third party guidelines.
4. Investors are deemed to have read and understood the terms and conditions of SIP, SID, SAI and KIM of the respective Scheme(s) of SBI Mutual Fund.
5. The UMRN, Sponsor Bank Code and Utility Code are meant for office use only and need not be filled by investors.
6. Please mention OTM date and OTM "From" Date in DD/MM/YYYY format.
7. For the convenience of investors, the frequency of the OTM mandate mentioned as "As & when presented" and OTM "To Date" mentioned as "31-12-2099".
8. Please provide all the required information / details in the OTM. First applicant/ unitholder must be one of the account holder in the bank account.

### **Mandatory fields to be mentioned by investor in One Time Debit Mandate (OTM):**

- Date of Mandate
- Bank A/c Type
- Bank account number
- Bank Name
- IFSC and/or MICR Code
- Maximum Amount (Rupees and Words)
- Folio No / Appln No
- Mandate Start date
- Mandate To date or Until Cancelled
- Signatures as per bank records
- Names as per bank records