

To,  
The Manager,  
[Name of Asset Management Company / Mutual Fund],  
[Branch Address],  
[City, State, Zip Code]

**Date:** [Current Date]

**Subject:** Registration of New Systematic Investment Plan (SIP) Mandate

Dear Sir/Madam,

I/We wish to register a new Systematic Investment Plan (SIP) in the following mutual fund scheme. Please find the details of the mandate below:

- **Investor Name:** [Your Full Name]
- **Folio Number:** [Existing Folio Number or 'New']
- **Scheme Name:** [Name of the Mutual Fund Scheme]
- **Plan/Option:** [e.g., Direct/Regular, Growth/IDCW]
- **SIP Amount:** [Amount in Figures] ([Amount in Words])
- **Frequency:** [Monthly / Quarterly]
- **SIP Date:** [Preferred Date, e.g., 5th of every month]
- **Period:** From [Start Month/Year] To [End Month/Year or 'Until Cancelled']

**Bank Account Details for Auto-Debit:**

- **Bank Name:** [Name of your Bank]
- **Account Number:** [Your Bank Account Number]
- **IFSC Code:** [Bank IFSC Code]

I/We have attached a cancelled cheque and the duly signed One-Time Mandate (OTM) form for the purpose of bank verification and automated debit registration.

I/We authorize [Name of Mutual Fund] to debit the specified amount from my/our bank account through NACH/ECS as per the schedule mentioned above.

Thanking you,

Yours faithfully,

[Signature of First Holder]  
[Name of First Holder]

[Signature of Second Holder (if applicable)]  
[Name of Second Holder]

**Enclosures:**

1. Completed SIP Application Form
2. Signed OTM Mandate Form
3. Cancelled Cheque