

Sample Policy Contract

The values mentioned in the variable fields are only indicative and are not real

BENEFITS PAYABLE

A. Benefit payable on death of the Member:

| Benefit | Benefit description | Benefit Basis |
|------------------------|--|--|
| Basic Life cover (BLC) | Basic life cover based on Future Service Gratuity [®] | 15 days' pay (based on the Member's last drawn pay, as provided in and subject to the terms and conditions in the Gratuity Trust Deed) for each remaining year of service or part thereof in excess of six months (as reckoned from the date of death) up to the normal retirement age of the Member i.e. 60 years (Subject to a Maximum of Rs. 350000/-) |
| Gratuity | Gratuity payable as per the Gratuity Trust Deed and Rules | 15 days' pay (based on the Member's last drawn pay, as provided in and subject to the terms and conditions of the Gratuity Trust Deed) for each completed year of service (or part thereof in excess six months) at the time of claim. (Subject to a Maximum of Rs. 350000/-) |

[®] The extra amount over and above the accumulated past service gratuity that would have been payable to the deceased Member had he/she continued in the employment of the Employer settling the Gratuity Trust up to the Normal Retirement Date.

For the purpose of calculating the number of years of service, a period of six months and above will be reckoned as one year.

B. Benefit payable on survival of the Member:

| Benefit | Benefit description | Benefit Basis |
|-----------------------|---|---|
| Gratuity [§] | Gratuity payable as per the Gratuity Trust Deed and Rules | 15 days' pay (based on the last drawn pay as provided in and subject to the terms and conditions of the Gratuity Trust Deed) for each completed year of service (or part in excess thereof completed) at the time of the claim. (Subject to a Maximum of Rs. 350000/-) |

[§]This benefit shall be payable on the Member attaining retirement age (or on retiring from service before attaining the Retirement age with the consent of the Employer settling the Trust), or on the Member's resignation or termination after, in each such case 5 years from the date of joining employment of the employer settling the Gratuity Trust (within the terms of the Gratuity Trust Deed and Rules and Regulations there under).

Benefits hereunder shall be payable subject to the terms and conditions appearing in this Policy Contract.

COMPANY'S LIABILITY

The Company's total liability under this Policy at any time shall be limited to the Unit value (determined in the manner hereinafter stated) of the balance of any units held in terms of this Policy, after adjustment for any outstanding income, expenses, taxes, levies, fees, rebates and charges.

ALLOCATION OF PREMIUMS FOR PAST SERVICE GRATUITY

The Policyholder has elected to allocate the Gratuity Premiums to the following fund(s):

| | Fund +# | Allocation Percentages |
|---|------------------------------------|------------------------|
| 1 | Kotak Group Gilt Fund | |
| 2 | Kotak Group Bond Fund | |
| 3 | Kotak Group Balanced Fund | |
| 4 | Kotak Group Growth Fund | |
| 5 | Kotak Group Aggressive Growth Fund | |
| 6 | Kotak Group Floating Rate Fund | |
| | Total | 100 |

+Please refer Annexure (FD) for the description of Funds currently available.

#Allocation percentages are subject to provisions of relevant regulations/ directions/ guidelines issued by Insurance Regulatory and Development Authority (IRDA) in this behalf from time to time.

The fund value will comprise of the aggregate of the value of the units in each Fund. The Unit Balance in respect of a particular Fund is the aggregate of the units bought (available monies allocated to that Fund divided by the prevailing Unit Price) and the units added to the Fund by virtue of switching to this Fund from another Fund, minus the units sold (amounts withdrawn by the Company periodically to meet expenses divided by the prevailing Unit Price, or, amounts switched out of this Fund including partial withdrawals etc., divided by the prevailing Unit Price). Please refer to Annexure (CH) for details of the charges.

In determining the value of the Fund(s), the investments and other assets of the Fund(s) shall be valued at such values in accordance to the IRDA Regulations/Directions prevailing at that time. Due allowance shall be made for the expenses of the Fund(s), specified hereunder, and for any liability of the Fund(s) such as capital gains tax, capital levy or any other taxes.

Expenses charged to the Fund(s):

- a) All direct expenses related to the purchase, sale and valuation of the investments of the Fund(s).
- b) An annual management fee at the rates as mentioned in Annexure (CH) under the head 'summary of charges' and collected daily or at such intervals as when the unit price is calculated.

The Appropriation price shall apply in a situation when the company is required to purchase the assets to allocate the units at the valuation date. This shall be the amount of money that the company should put into the fund in respect of each unit it allocates in order to preserve the interests of the existing policyholders.

The Expropriation price shall apply in a situation when the company is required to sell assets to redeem the units at the valuation date. This shall be the amount of money that the company should take out of the fund in respect of each unit it cancels in order to preserve the interests of the continuing policyholders.

Net Asset Value (NAV)

The Net Asset Value will be calculated as:

$$\begin{aligned} \text{Net Asset Value (NAV)} = \\ \text{Market Value of the Fund's Investments +/- the expenses incurred in the purchase/sale of} \\ \text{assets + value of Current Assets + any accrued income net of fund management charges -} \\ \text{Current Liabilities and Provisions} \\ \hline \text{Number of outstanding units in the Fund} \end{aligned}$$

Appropriate adjustments to unit prices may be made by the Company to give effect to any changes in the prevailing tax laws or other legislation. The unit prices shall be determined solely by the value of the underlying assets in the Fund as outlined above and the Company does not in way undertake or guarantee returns on the monies invested under this policy.

The Appropriation or Expropriation Price (whichever prevails on the date concerned) will be used with respect to portfolio valuations for policyholders in addition to terms for full or partial surrenders, maturity and death settlement options.

Unit prices will be available from the Company on request and on the website of the Company.

Units are created and cancelled at the market value prevailing on the next occasion that Unit Prices are determined.

The Company has the right to close any Fund at any time and can ask the Member/Policyholder to select another Fund at that time. This would be subject to IRDA approval.

The Company will periodically liquidate such number of units from the Members' Retirement Account as are necessary to meet certain charges referred to in Annexure (CH).

Units are created and cancelled at the Unit/Unit price as the case may be, prevailing at the close of the day on which written communication is actually received at the Registered Office, provided that such communication is received before 4.15 p.m. on a working day. If written communication is received after 4.15 p.m. or on a holiday, the request will be processed at the market value prevailing at the close of the next working (business) day.

BENEFICIARY

The benefits under this policy are payable to:

- the Policyholder, or
- the legal representatives/assigns of the Policyholder, or
- such person as directed by a court of competent jurisdiction in India.

The benefits shall be limited at all times to the monies payable under this policy.

PREMIUMS PAYABLE

The premiums received at the inception of this policy are as specified below:

| Particulars of Benefits/Charges | Rate/Basis | Amounts (Rs.) |
|---|-------------------|----------------------|
| 1. Insurance Premiums: Service Tax and Education Cess @ 12.24% on Basic Premium [^] | | |
| 2. Gratuity Premiums: | | |
| 3. Charges: Administration Charges IT Approval Charges | | |
| Total Premium: | | |

[^]The policyholder shall pay service tax & education cess on the premiums payable (arrived at based on the applicable premium rates in force at the time), based on the applicable statutory provisions in force at the time such payment is made.

^{^^}These premiums rates shall apply till the first anniversary date and shall thereafter apply as revised from time to time.

Special Conditions, if any: None

Signed for and on behalf of Kotak Mahindra Old Mutual Life Insurance Ltd. at Mumbai on

Authorised Signatory

II. TERMS & CONDITIONS

1. Proof of Age

The Policyholder shall submit a declaration in writing of the age(s) of the Members covered/persons to be covered under this policy, at inception and at every renewal date. The Company shall not be liable for payment of any benefits in respect of a Member for whom such a declaration has not been given.

For a person to be covered under this policy he/she must fall within the age range hereinbefore mentioned.

If at a future date, the age is found to be different from the age declared, without prejudice to the Company's other rights and remedies including those under the Insurance Act, 1938, and any other laws then prevailing, the Company will have the right to refuse a claim in respect of the concerned Member or at its discretion convert the claim for a lower claim amount based on:

- the correct age,
- the premium rates then in force, and
- the premiums paid on the policy.

The Company may at any time call for proof of age from the Policyholder or the concerned Member and the Policyholder or Member must provide the same when required.

2. Payment of Premiums

a. Insurance Premiums:

Insurance premiums are calculated on the date they are due to be paid. The cost of insurance is deducted yearly from the Policyholder's funds. Premium rates generally increase with age and depend inter alia on age, gender, occupations and living standards of the Members. The rates are not guaranteed and may be adjusted to reflect the underlying experience of the overall pool of lives.

The Company will advise the Policyholder of the amount of insurance premiums payable and such premiums will be met by liquidating units standing to the credit of the Policyholder. No Basic Life Cover will be provided unless the value of Unit Holding (based on the Unit price declared by the Company) is sufficient to meet the premiums.

b. Gratuity Premiums:

Premiums will be based on the actuarial valuation of the past service gratuity liability and assets of the Gratuity Trust. The premiums for past service gratuity will be paid in the manner agreed to between the Company and the Policyholder.

The Policyholder has the option to make additional payments during the year, which shall be allocated as herein stated.

On payment of premiums by the Policyholder, the Company will appropriate monies received first towards the outstanding charges, then towards insurance premiums and service tax & education cess thereon and finally towards the premium on past service gratuity.

If any death claim occurs before the payment of the premium then due, and the claim is admitted, the claim will be settled only once the insurance premium has been paid. If any Gratuity claim is received, and such claim is accepted, the claim shall be settled only if the value of units held by the Policyholder on that date is sufficient, after meeting all costs, charges and insurance premiums and service tax thereon, then due. Should the value of units as aforesaid be insufficient, the gratuity claim will only to be paid up to the amount so remaining to the credit of the Policyholder.

3. Renewal

Unless terminated by either party hereto, in accordance with clause 7 hereof, the Policy Contract shall automatically stand renewed for further term(s) of one year each, from the Renewal Date mentioned above, at such revised Premium Rates and charges as may agreed upon.

Future insurance and gratuity premium will be advised to the Policyholder, on the Policyholder furnishing all data and information necessary for re-assessing the premiums before the end of each policy year. The Policyholder shall submit such data and information at least 60 days prior to each renewal date. In the event that such data and information is not submitted as mentioned herein above, the Company shall restrict the benefits based on the Member Data available with it on the date of such renewal(s).

4. Allocation of Monies to Fund(s)

The Gratuity premiums paid (excluding taxes (if any)) are used by the Company to buy units of the Funds that the Policyholder has elected to link this policy to. Each Fund will be valued at the prevailing market price of the assets in that Fund.

The Policyholder must inform the Company of the percentage allocation to each Fund. As a result of differences in the performance of the selected Funds, the apportionment of the realizable value between these Funds will differ from the allocation percentages originally selected by the Policyholder, for which the Company is not liable in any way.

The Policyholder may elect to amend the allocation percentages for future premiums. This will be effective from the next premium due date and will not affect existing unit holdings. There is no charge for such election.

The Policyholder also has the option to switch all or part of its holding from one Fund mentioned in the Annexure FD hereto, to another at any time subject to switch amount limits, if any, prescribed by the Company at the time.

Switching shall be done by liquidating the units of one Fund at the prevailing Unit Price, and converting the money so realised into units of the desired Fund at the prevailing Unit Price.

Any such change in the allocations of units or switches between assets must be communicated in writing to the Company, and shall be subject to provisions of relevant regulations/ directions/ guidelines issued by Insurance Regulatory and Development Authority (IRDA) in this behalf from time to time

However, if on any day the Company receives aggregate switch requests, which would have the effect that the net cash flow into or out of any Fund exceeds 5% of the total assets (of all holders) in that Fund, then the Company may process these requests at any time within 10 working days at the relevant unit prices applicable at the date of processing.

The Company has the right to close any Fund at any time and can ask the Policyholder to select another Fund at that time subject to IRDA approval. .

The Company will periodically liquidate such number of units as are necessary to meet certain charges referred to in Annexure (CH).

Units are created and cancelled at the market value prevailing on the next occasion that Unit Prices are determined.

5. Active Employment

In order to participate as a Member under this policy, and thereafter in order to avail of any increase/extension of benefits under this policy, a person should be in active employment (i.e. should not suffer, inter alia, from injury, illness, incapacity, disability etc and should not be on unauthorized or uninformed leave) on the “effective date”. Effective date shall mean the date from which the Policyholder requests admission of a person to this Policy or, in case of a Member in respect of whom any increase/extension of benefits under this policy is sought, the date from which such increase / extension of the benefits under this policy is sought by the Policyholder.

In the event that a person/Member is not in active employment on the effective date as aforesaid, then he/she must satisfy the active employment condition for 30 successive days upon resuming duties subsequent to the effective date. Upon the expiry of such successive period of 30 days, the Policyholder shall duly certify the same in writing to the Company, and the Company may, at its sole discretion, confirm its acceptance of such cover, in writing, for such cover to commence, increase or be extended as the case may be, from a date specified by the Company.

It is clarified that if such person/Member is not actively employed as aforesaid on the effective date solely because such a day is a regularly scheduled day off, a scheduled annual vacation, casual leave (does not include inter alia leave due to injury, incapacity, disability, illness etc.) or a public holiday, he/she will nonetheless be regarded as being in active employment on the effective date.

6. Basic Life Cover

Cover for an existing member of the Policyholder’s Gratuity Scheme who is eligible to be a Member under this Policy Contract shall commence from the date of commencement of this Policy. Cover for an individual who becomes a member of the Policyholder’s Gratuity Scheme after the date of commencement of this Policy and is eligible to be Member under this Policy Contract, shall commence from the date of joining the Policyholder’s Gratuity Scheme.

The Basic Life Cover will be subject to the following:

- where the amount of cover for a member exceeds Rs.1,58,268/- (Rs. One Lakhs Fifty Eight Thousand Two Hundred Sixty Eight Only) the cover in excess thereof will be subject to evidence of good health and such further terms and conditions as may be stipulated by the Company

- where the age at entry of a new entrant to this policy is greater than 55 years, participation in this policy will be subject to evidence of good health and such further terms and conditions as may be stipulated by the Company.
- no employee will be covered above age 60 years . It is further clarified that where the Policyholder desires to continue membership for any person above 60 years of age, this policy shall cover such persons subject to such terms and conditions as the Company may, at its sole discretion, prescribe in this regard.
- cover may be limited or declined as a result of failure to provide satisfactory evidence of good health

However, if the Policyholder desires to increase the cover for any employee(s), the Company may consider such increase on evidence of health to the complete satisfaction of the Company

and subject to such additional requirements and conditions including but not limited to revision of premium rates as may be stipulated by the Company.

No increase in cover will take effect unless the Company has been notified in writing of the change and the Unit value of the unit holding is sufficient to meet the premiums on such increase.

The Member will continue to be covered for the period of any authorized leave of absence that is granted to him/her by the employer in the normal course of his employment. Leave for a period beyond 12 months shall not be covered under this policy unless otherwise agreed to in writing by the Company.

7. Termination of the Policy

This policy may be terminated by the Policyholder giving three months' prior notice in writing to the Company. On the expiration of the notice period, the Company will, after deducting all outstanding amounts, pay the then current value of the units (based on Unit price) subject to any charges stated in Annexure (CH) and/or any taxes, expenses, levies, fees charges etc. as may be applicable.

The policy and/or the benefit in respect of any Member will be terminated at the sole discretion of the Company if,

- the selling value of the unit holdings is insufficient to meet charges, insurance premiums and service tax & education cess thereon or benefits as herein mentioned, or any taxes, expenses, levies, fees charges etc. as may be applicable.
- any condition herein contained or endorsed hereon or an annexure hereto is contravened, or
- it is found that a statement made
 - in the Member data given to the Company, or
 - in any document leading to the issue of the policy, or cover of the Member hereunder, or
 - in any document necessary to keep the policy or the Member's cover hereunder in force

was inaccurate, or false, or not made in good faith, or any material matter or fact was suppressed, then, and in every such case (but subject to the provisions of Section 45 of the Insurance Act, 1938) the policy shall be void, and/or claim(s) to any benefit under this policy shall cease and all monies that have been paid in consequence of this policy shall belong to the Company, excepting in so far as whatever relief may be granted as per the law. Additionally, the Policyholder shall also repay to the

Company all the monies paid to it by the Company consequent upon admittance of any claim(s), till the date of forfeiture.

8. Suicide

Where a Member joins the service of the Employer settling the Trust, on or after the date of commencement of this policy, any Basic Life Cover benefit claim arising as a result of the Member committing suicide within a year of his/her being admitted as a Member will not be admissible. Further, where there is any increase in the member's cover under this policy, and if any claim arises as a result of the Member committing suicide (whether sane or insane) within one year of such increase, then in such a case the Member shall not be entitled to the portion of the increased cover.

9. Loans

Loans are not available under the policy.

10. Termination of Insurance Cover

A Member's cover will cease on the earliest of:

- a) A claim under this policy in respect of that Member being paid out;
- b) Date of the Member withdrawing from the service of the Employer settling the Gratuity Trust, or date he ceases to be a Member as herein defined;
- c) The Member attaining the age of 60 years;
- d) The date the selling value of the unit holding is insufficient to meet the premiums; or
- e) The date of termination of the policy.

11. Member Data

At inception, the Policyholder must provide up to date Member Data mentioned in Annexure MD to the Company on or before the date of commencement of the policy. Subsequently, Member data must be given on or before the date of renewal to enable the Company to update its records and calculate premiums. A grace period of 7 days will be allowed for providing the Member Data to the Company. Cover for a Member will commence only after the Company has received the Member Data in respect of that Member.

The Company shall not be liable for any claim except as provided for in this document and for only those persons disclosed in the latest relevant Member Data and within the limits herein mentioned.

12. Notice

Any notice, information or instruction to the Company must be in writing and delivered /faxed/ emailed to the address intimated by the Company to the Policyholder which is currently:

CPC - Group Operations
Kotak Mahindra Old Mutual Life Insurance Limited
11-12, Krishna House,
Second Floor, Raghuvanshi Mills Compound,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai 400 013.

The Company may change the address stated above and intimate the Policyholder of such change by suitable means.

Any notice, information or instruction from the Company to the Policyholder shall be mailed to the following address:

or to the changed address as intimated to the Company in writing.

Any such notice, information and instruction shall be deemed to be served 7 days after the posting, or immediately upon receipt by the Company / Policyholder in the case of recorded hand delivery or courier.

13. Claims

All claims must be notified to the Company in writing within 3 months of the date of the claim event (e.g. death / resignation etc), along with the necessary documents.

The primary documents normally required for processing a claim are:

1. Intimation of the claim event in writing in the Company's format signed by the authorised representative of the Policyholder. This intimation shall include the following:
 - details of the policy under which the life insured is covered
 - name and other particulars of the concerned Member
 - a statement that the claim event has occurred
 - date of claim event
 - place where the claim event occurred (i.e. residence/ hospital etc.) and the full postal address of such place, if applicable
 - cause of claim event
2. Proof of age of the life insured (for example attested copy of birth certificate/ school leaving certificate etc.)
3. Proof that the life insured is a Member as defined under this policy
4. In case of Gratuity Claims, apart from the documents mentioned in 1 to 3 above, a copy of the pay slip showing the last drawn pay shall be required.
5. In case of death Claims, apart from the documents mentioned in 1 to 4 above, the following shall be required:
 - Extract of the Leave Records of the deceased, duly certified by the Policyholder, for such period(s) as may be specified by the Company
 - Original death certificate issued by the Municipal Authority
 - Last attending Doctor's Certificate stating the exact cause of death
 - If death has occurred in a hospital, all case history papers
 - If the death is due to an accident or any other unnatural cause, the following shall be required:
 - A certified copy of the FIR filed with the Police authorities
 - A certified copy of the Post Mortem Report/Autopsy Report
 - A certified copy of the Driving License if death occurred while driving
 - If the claim is payable to a beneficiary other than the Policyholder
 - Particulars of Beneficiary (ies) in writing in the Company's format signed by the authorised representative of the Policyholder
 - Proof of identity of the beneficiary, duly certified by the Policyholder

All claims shall be subject to the provisions of this policy document, such other requirements as stipulated by the Company and the legal title of the claimant, satisfactory to the Company. The Company reserves the right to call for any additional information and documents required to satisfy itself as to the validity of a claim.

If the settlement of a Gratuity benefit claim would have the effect that the net cash flow out of a specific fund exceeds 5% (five percent) of total assets (of all holders) in the applicable fund, the Company reserves the right to delay settlement up to 10 working days from the date of notification. Settlement shall be effected at the Unit Price applicable on the date of processing.

All amounts due under this policy are payable subject to the terms and conditions set forth herein and in Indian Currency at the office of the Company situated at Mumbai, but the Company at its absolute discretion may fix an alternative place of payment for the claim at any time before or after the claim arises.

A discharge or receipt by the Beneficiary shall be a good, valid and sufficient discharge to the Company in respect of any payment to be made by the Company hereunder.

14. Free look Provision

The Policyholder is offered a 15 days free look period, from the date of receipt of this policy. During this period the Policyholder may choose to reconsider his/her decision to hold this policy, or may choose to return the same within the said 15 days. Should the Policyholder choose to return the Policy, he/she shall then be entitled to a refund of the premium paid after adjustments for expenses for medical examination, stamp duty and proportionate risk premium for the period of cover.

15. Insurance Ombudsman

The Company shall endeavour to promptly and effectively address Policyholder's grievances. However, in case the Policyholder may not be satisfied with the response of the Company, he/she may also approach the Insurance Ombudsman located in his/her region. Details of the offices of the Ombudsmen across the country are made available on the website of the Company at www.kotaklifeinsurance.com and will also be made available to the Policyholder on request.

III. ANNEXURES

1. Annexure: FD

Funds Description

Note- The aggregate exposure across the portfolio's selected by the clients to equities should not exceed 60% of the total market value and to cash (money market instruments) should not exceed 20%.

(A) Kotak Group Gilt Fund:

The portfolio will primarily consist of Government securities and infrastructure debt assets as defined in the IRDA regulations as per the following indicative investment pattern.

| Portfolio Particulars | Minimum | Maximum |
|---|---------|---------|
| Investment in Government / Government guaranteed securities | 80% | 100% |
| Short Term Investment such as money market instruments, short term bank deposits, call money and cash | 0% | 20% |

(B) Kotak Group Bond Fund

The portfolio will consist of highly rated debt instruments including corporate debt and infrastructure debt assets as defined in the IRDA regulations, Government securities and short-term investments.

| Portfolio Particulars | Minimum | Maximum |
|--|---------|---------|
| Investment in other debt securities | 25% | 100% |
| Investment in Government / Government guaranteed securities | 0% | 75% |
| Short Term Investments such as money market instruments, short term bank deposits, call money and cash | 0% | 20% |

(C) Kotak Group Balanced Fund

The portfolio will include primarily listed Indian equity shares, debt instruments including corporate debt, Government securities and short-term investments.

| Particulars | Minimum | Maximum |
|--|---------|---------|
| Investment in listed equity shares | 30% | 60% |
| Investment in Government / Government guaranteed securities and other debt securities and infrastructure assets. | 20% | 70% |
| Short Term Investment Such as money market instruments, short term deposits, call money and Cash | 0% | 20% |

(D) Kotak Group Growth Fund

The portfolio will consist of a professionally managed portfolio primarily invested in listed equity and equity related investments. Security will be enhanced through holdings in debt and other debt securities, infrastructure assets as defined in IRDA regulations together with short term investments.

| Particulars | Minimum | Maximum |
|---|----------------|----------------|
| Investment in equity/ equity related instruments | 40% | 60% |
| Investment in Government / Government guaranteed securities and other debt securities and infrastructure assets | 20% | 60% |
| Short Term Investment such as money market instruments, short term deposits, call money and cash | 0% | 20% |

(E) Kotak Group Aggressive Growth Fund

The portfolio will consist of professionally managed portfolio primarily invested in listed equity and equity related instruments with a balance holding in debt securities. This will be a higher risk portfolio with potential to earn higher returns but with a volatility of returns, which may be negative in a particular year.

| Particulars | Minimum | Maximum |
|--|----------------|----------------|
| Investment in equity/ equity related instruments | 0% | 60% |
| Debt Instruments | 0% | 40% |

(F) Kotak Group Floating Rate Fund

The portfolio will consist of highly rated floating rate debt instruments including corporate debt and infrastructure debt assets as defined in the IRDA regulations, Government securities and short-term investments.

| Particulars | Minimum | Maximum |
|--|----------------|----------------|
| Investment in Government / Government guaranteed securities | 0% | 75% |
| Investment in floating rate debt instruments | 25% | 100% |
| Short term Investments such as money market instruments, short term bank deposits, call money and cash | 0% | 20% |

(G) Kotak Dynamic Floor Fund

The portfolio will aim to generate stable, inflation beating returns over the medium to long term by maximizing equity exposure when markets are strong. It will aim to reduce volatility and protect 90% of capital in the shorter term by cutting back equity exposure either to lock in returns earned in strong markets, or to limit downside risk when markets are or in decline. Asset allocation decisions will take into account the above objectives of producing returns in excess of inflation, protecting capital and reducing volatility.

The portfolio will include primarily listed Indian equity shares, debt instruments including corporate debt, Government securities and short-term investments. Equity exposure will range between 0% and 75%, depending on prevailing market conditions.

The portfolio manager will make the active asset allocation decisions required to support the portfolio objectives

| Particulars | Minimum | Maximum |
|---|----------------|----------------|
| Investment in equity shares / equity related instruments | 0% | 75% |
| Investment in Government / Government guaranteed securities and other debt securities and infrastructure assets | 0% | 100% |
| Investment in Floating Rate Debt Instruments | 0% | 100% |
| Short term Investments such as money market instruments, short term bank deposits, call money and cash | 0% | 20% |

(H) Kotak Group Money Market Fund

The portfolio will consist of money market investments such as treasury bills, commercial paper, certificates of deposit, short term deposits, bills of exchange, debentures, bonds, government securities etc.

| Portfolio Particulars | Minimum | Maximum |
|---|----------------|----------------|
| Short term investments such as money market instruments, short term bank deposits, call money and cash. | 100% | 100% |

Note- The Company may add more funds to those listed above from time to time, or, may close any Fund at any time and can ask the Policyholder to select another Fund at that time

2. Annexure: CH

Charges and Premiums

The charges are expressed as initial set up costs and ongoing charges. All charges and premiums except the Fund Management Charges listed below will be met by liquidating units in proportion to the underlying funds chosen by the client.

- I. Administration Charge 0.5% p.a

The above ongoing charges and limits will be revised from year to year, inter alia, to offset the effects of inflation.

- II. The Fund Management Charge depends on the Fund selected and are outlined below depending upon the fund slab..

| Fund Slab(in Crores) | Kotak Group Money Market Fund | Kotak Group Gilt Fund | Kotak Group Bond/ Floating Rate Fund | Kotak Group Balanced Fund | Kotak Group Growth Fund | Kotak Group Aggressive Growth Fund | Kotak Dynamic Floor Fund |
|----------------------|-------------------------------|-----------------------|--------------------------------------|---------------------------|-------------------------|------------------------------------|--------------------------|
| Upto 1 | 0.80% | 0.80% | 0.80% | 1.00% | 1.10% | 1.20% | 1.25% |
| 1 to 5 | 0.70% | 0.75% | 0.75% | 0.80% | 0.90% | 1.00% | 1.10% |
| 5 to 10 | 0.60% | 0.65% | 0.65% | 0.75% | 0.85% | 0.95% | 1.00% |
| 10 to 15 | 0.50% | 0.55% | 0.55% | 0.70% | 0.80% | 0.90% | 0.95% |
| 15 to 20 | 0.50% | 0.55% | 0.55% | 0.60% | 0.70% | 0.80% | 0.85% |
| Greater than 20 | 0.50% | 0.50% | 0.50% | 0.50% | 0.60% | 0.70% | 0.80% |

These charges will be taken daily from the assets in each Fund, and will thus be reflected in the unit prices (selling and buying).

Alterations to Policy Charges

The Company will vary the Rupee amounts at the end of each financial year by a percentage in line with the movement in the Consumer Price Index.

The Company reserves the right to change the charging bases in future but only if a change takes place for all similar policies and on prior written notice to the Policyholders. The Company reserves the right to change asset management charges but guarantees the total asset charges will not exceed those above by more than 0.75% of assets subject to IRDA approval.

Surrender Charges

This is a charge levied on the unit fund at the time of surrender of the contract. In case the policyholder wants to surrender the policy, surrender charge is applicable depending upon the duration of the fund. In case a policy is surrendered in the first policy year, the company will charge 2% of fund value as surrender charge while the surrender charge would be 1% of the fund value if the policy is surrendered in the second policy year. No surrender charge will be levied if the surrender occurs after completion of two policy years.

Switching Charges

The policyholder can switch among the various available fund options any number of times during a year. There are no switching charges. Kotak Mahindra Old Mutual Life Insurance Ltd. reserves the right to impose a switching charge subject to prior approval from IRDA.

3. Annexure: MD

Member Data

| Field Description* |
|------------------------------------|
| First Name |
| Middle name |
| Last Name |
| Gender (M/F) |
| Date of Birth |
| Employee No. |
| Joining Date |
| Date of entry into Grouplan |
| Category (if applicable) |
| PF based Monthly Salary |
| Retirement Date |
| Total Monthly Salary |
| Salary month & year |
| No. of working days |
| Days worked |
| Date of retirement |
| Date of exit from Grouplan** |
| Exit reason** |

* Fields in **bold** are mandatory

**Should be provided when the Member's cover is terminated.

The above format may be altered by the Company from time to time with prior written notice to the Policyholder.