



**4. FIRST HOLDERS BANK ACCOUNT DETAILS (Mandatory) Refer Instruction G**

All communication/payments will be made to first applicant or to Karta in case of HUF. Bank account details of First Unitholder required without which the application would be rejected

Name of the Bank											
Branch											
Account No. (in Fig.)											
Account No. (in words)											
Bank Address											
City						State					
PIN	MICR Code					(To be filled in only if dividend is to be paid through ECS).					
<b>* IFSC Code for NEFT</b>											
Ac. No.		9	7	4	6	1	5	2			
In words		Nine	Seven	Four	Six	One	Five	Two			

Example for filling the Account No. **\* This is a 11 Digit Number, kindly obtain it from your Bank Branch. (Please attach copy of cancelled cheque)**

**5. DIRECT CREDIT FACILITY FOR REDEMPTION / DIVIDEND / REFUND PAYOUTS**

Tata Mutual Fund directly credits the Redemption/Dividend/Refund payout into the investor's Bank Account in case the account is with **ICICI Bank Ltd./HDFC Bank Ltd./Axis Bank/IDBI Bank/Standard Chartered Bank/Kotak Mahindra Bank/HSBC Bank/Deutsche Bank/ABN Amro Bank/Oriental Bank of Commerce/ Centurion Bank of Punjab/State Bank of India (Core banking centers only - subject to validation).**  
 I/We understand that the instruction to the bank for Direct Credit/NEFT/ECS will be given by the Mutual Fund & such instruction will be adequate discharge of Mutual Fund towards redemption/dividend/refund proceeds. In case of bank not crediting my/our bank account with/without assigning any reason thereof or if the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/We would not hold Tata Mutual Fund responsible. I/We understand that in case account number furnished by me/us, if found incorrect, I/We would not hold Tata Mutual Fund responsible for the credit going to the wrong account. Further, the Mutual Fund reserves the right to issue a demand draft/payable at par cheque in case it is not possible to make payment by DC/NEFT/ECS.  
**If however you wish to receive payouts by cheque, please tick here**

**6. SCHEME DETAILS Refer Page 3 & 4 for correct scheme name**

Scheme Name \_\_\_\_\_ Plan \_\_\_\_\_  
 Options \_\_\_\_\_ Dividend Frequency \_\_\_\_\_

**[A] INVESTMENT DETAILS (Strike off whichever is not applicable)**

Gross Amount (A) \_\_\_\_\_ DD Charges (if any) (B) \_\_\_\_\_ Net Amount (Cheque / DD Amount) \_\_\_\_\_  
 Rs. \_\_\_\_\_ Rs. \_\_\_\_\_ A minus B \_\_\_\_\_  
 Mode of Payment \_\_\_\_\_ Dated \_\_\_\_\_  
 A/c No. \_\_\_\_\_ A/c Type \_\_\_\_\_ Cheque / DD No. \_\_\_\_\_  
 Drawn on Bank \_\_\_\_\_ Branch \_\_\_\_\_ Branch City \_\_\_\_\_

**[B] SYSTEMATIC INVESTMENT**

Installment Amount (Rs.) \_\_\_\_\_ No. of Installments \_\_\_\_\_ Total Amount \_\_\_\_\_ SIP Period \_\_\_\_\_  
 Rs. \_\_\_\_\_ x \_\_\_\_\_ = Rs. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
**First SIP Installment Cheque Details :**  
 Cheque No. \_\_\_\_\_ Rs. \_\_\_\_\_ Dated \_\_\_\_\_  
 SIP Date (Please ✓)  1st OR  07th OR  10th OR  20th OR  25th SIP Frequency (Please ✓)  Monthly OR  Quarterly  
 Drawn on Bank \_\_\_\_\_ Branch \_\_\_\_\_ City \_\_\_\_\_

**SIP THROUGH AUTO-DEBIT (ECS)**

Please fill up enclosed SIP Auto Debit (ECS) Facility Form and submit it together with this Application Form.

**SIP THROUGH POST-DATED CHEQUES**

Please fill attached SIP form for Post Dated Cheques (PDCs)

**7. NOMINATION DETAILS (To be filled in by Individual(s) applying singly or jointly) Refer Instruction - J**

Name and Address of the Nominee(s)	Nominee's Relationship with the 1st unitholder	Proportion (%) by which the units shared by will be shared by each nominee (% to aggregate to 100%)	Date of Birth	Name & Address of Guardian	Signature of Guardian
Nominee 1				(to be furnished in case the nominee is minor)	
Nominee 2					
Nominee 3					

**8. DECLARATION AND SIGNATURES. Refer Instruction - C**

**The Trustee, Tata Mutual Fund**  
 a) Having read & understood the contents of the Offer Document of the Scheme, I/ We hereby apply for units of the scheme & agree to abide by the terms, conditions, rules & regulations governing the scheme. I/We hereby declare that the amount invested in the scheme is through legitimate sources only & does not involve & is not designed for the purpose of the contravention of any Act, Rules, Regulations, Notifications or Directions of the provisions of the Income Tax Act, Anti Money Laundering Laws, Anti Corruption Laws or any other applicable laws enacted by the Govt of India from time to time. I/ We have understood the details of the scheme & I/ We have not received nor have been induced by any rebate or gifts, directly or indirectly in making this investment. I/ We confirm that the funds invested in the Scheme, legally belong to me / us. In the event "Know Your Customer" process is not completed by me/us to the satisfaction of the AMC, I/ We hereby authorise the AMC, to redeem the funds invested in the Scheme, in favour of the applicant at the applicable NAV prevailing on the date of such redemption & undertaking such other action with such funds that may be required by the Law. **b) For NRIs:** I/ We confirm that I am / we are Non Residents of Indian Nationality / Origin & that I / we have remitted funds from abroad through approved banking channels or from funds in my / our Non-Resident External / Non-Resident Ordinary. **c)** The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me / us. **d)** I/ We confirm that details provided by me / us are true and correct. **e)** I/We have read & understood the SEBI Circular No. MRD/DoP/Cir-05/2007 dt. April 27, 2007 & SEBI Circular No. 35/MEM-COR/18/07-08 dt. June 26, 2007 regarding mandatory requirement of PAN. I/We confirm that I/we are holding valid PAN card. **f) For Micro SIP:** I/We hereby declare that I/We do not have any existing Micro SIP's which together with the current application will result in aggregate investments exceeding Rs.50,000/- in a year.  
 Date: \_\_\_\_\_

1st Unitholder Signature / Thumb Impression \_\_\_\_\_  
 2nd Unitholder Signature / Thumb Impression \_\_\_\_\_  
 3rd Unitholder Signature / Thumb Impression \_\_\_\_\_

**CHECKLIST**

**Tata Mutual Fund: Toll Free No. 1800-209-0101** (Open on all days). **Email:** kiran@tataamc.com, **Website:** www.tatamutualfund.com.  
**Checklist:** Documents as listed below are submitted along with this application .

Document List	Document List	Document List
1. PAN <input type="checkbox"/>	5. Memorandum & Articles of Association <input type="checkbox"/>	9. Overseas Auditor's Certificate <input type="checkbox"/>
2. KYC <input type="checkbox"/>	6. Trust Deed <input type="checkbox"/>	10. Notarised Power of Attorney <input type="checkbox"/>
3. Resolution / Authorisation to invest <input type="checkbox"/>	7. Bye-Laws <input type="checkbox"/>	11. Foreign Invest Remittance Certificate (FIRC) <input type="checkbox"/>
4. Authorised Signatories List with Specimen Signature <input type="checkbox"/>	8. Partnership Deed <input type="checkbox"/>	12. MICROSIP document <input type="checkbox"/>
		13. Others _____

All documents in 3 to 8 above should be originals / true copies certified by the Director's / Trustee / Company Secretary / Authorised Signatory / Notary Public.



Expertise that's trusted

# TO BE USED FOR ALL SCHEMES OTHER THAN TATA SERVICE INDUSTRIES FUND AND TATA CONTRA FUND SIP AUTO DEBIT FACILITY

Sr. No.:

**New Investors are also requested to fill-in the scheme application form**

## REGISTRATION CUM MANDATE FORM FOR ECS (Debit Clearing / Auto Debit)

**First SIP cheque and subsequent via Auto Debit in select cities only.**

New Registration with TMF     Change in Bank Account for existing Registration with TMF     MICRO SIP

Broker Code  Sub Broker Code  Please attach copy of cheque / cancelled cheque

Upfront commission shall be paid directly by the investor to the AMFI registered Distributors based on the investors' assessment of various factors including the service rendered by the distributor.

### INVESTOR AND INVESTMENT DETAILS

Sole / First Investor Name	<input type="text"/>
Folio/Application No.	<input type="text"/> Existing Investors please mention Folio Number. New applicants please mention the application form number.
Scheme	<input type="text"/>
Plan	<input type="text"/>
Option and Sub Option	<input type="text"/>

### SIP AND BANK DETAILS

Each SIP Amount (Rs.)  Frequency Monthly (Default)  Quarterly

Amount in words \_\_\_\_\_

Status:  RI     NRI

#### First SIP Cheque Details:

Cheque No.:  Cheque Amount in Rs.  Cheque Date : \_\_\_/\_\_\_/\_\_\_

SIP Auto Debit Dates:  1st     7th     10th     20th     25th of the month / quarter.

SIP Period: Start From  MM  YY End On  MM  YY

**SIP date should be either 1st / 7th / 10th / 20th / 25th (Note: Cheque should be drawn on bank details provided below)**

**(Note: Please allow minimum one month for auto debit to register and start)**

I hereby, authorise Tata Mutual Fund (TMF) and their authorised service providers, to debit my following bank account by ECS (Debit Clearing) / auto debit to account for collection of SIP payments.

### PARTICULARS OF BANK ACCOUNT

Account holder Name as in Bank Account	<input type="text"/>
Bank Name	<input type="text"/>
Branch Name	<input type="text"/> City <input type="text"/>
Account Type	<input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> NRO <input type="checkbox"/> NRRN <input type="checkbox"/> NRE
Account Number (in figures)	<input type="text"/>
In Words	<input type="text"/>
9 Digit MICR Code (Mandatory)	<input type="text"/>
In Words	<input type="text"/>

I/We hereby declare that the particulars given above are correct & express my willingness to make payments referred above through participation in ECS / Auto Debit. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/We would not hold the user institution responsible. I/We will also inform Tata Asset management Ltd., about any changes in my bank account. I/We have read & agreed to the terms & conditions mentioned overleaf. To - The Trustee, Tata Mutual Fund, Mumbai. Having read & understood the contents of Offering Circular of Tata Mutual Fund Scheme/s, I/We hereby apply for the respective Units of Tata Mutual Fund Scheme/s at NAV based resale price & agree to abide by terms, conditions, rules & regulations of scheme/s.

1st A/c Holder's Signature (As in Bank Records)	<input type="text"/>	2nd A/c Holder's Signature (As in Bank Records)	<input type="text"/>	3rd A/c Holder's Signature (As in Bank Records)	<input type="text"/>
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### FOR OFFICE USE ONLY (NOT TO BE FILLED IN BY INVESTOR)

Recorded on	<input type="text"/>	Scheme Code	<input type="text"/>
Recorded by	<input type="text"/>	Credit A/c Number	<input type="text"/>
Bank use Mandate Ref. No.	<input type="text"/>	Customer Ref. No.	<input type="text"/>

### AUTHORISATION OF THE BANK ACCOUNT HOLDER (TO BE SIGNED BY THE ACCOUNT HOLDER)

This is to inform I/We have registered for the RBI's Electronic Clearing Service (Debit Clearing) / Auto Debit Facility and that my payment towards my investment in Tata Mutual Fund shall be made from my/our below mentioned bank account with your bank. I/We authorise the representative carrying this ECS/Auto Debit to account mandate Form to get it verified & executed.

Bank Account Number	<input type="text"/>
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First Account Holder's Signature (As in Bank Records)	<input type="text"/>
Second Account Holder's Signature (As in Bank Records)	<input type="text"/>
Third Account Holder's Signature (As in Bank Records)	<input type="text"/>

**(To be signed by all holders if mode of operation is Joint)**

Number-MIN Letter) to each investor who submits an application & the prescribed documents to the Central Agency. Investors are required to attach the copy of KYC Acknowledgement Letter (or the erstwhile MIN\* Allotment Letter) along with the application form at the time of making investment for the first time in every Mutual Fund. In respect of any subsequent investments in the same Mutual Fund, it is not necessary to attach a copy of the KYC Acknowledgement Letter (or the erstwhile Mutual Fund Identification Number (MIN)\* Allotment Letter). Investors who wish to obtain a KYC Acknowledgement Letter have to submit a completed Application Form for Know Your Customer ('KYC Form') along with all the prescribed documents listed in the KYC Form, at any of the Point of Service ('POS'). The KYC Form is available at our website: [www.tatamutualfund.com](http://www.tatamutualfund.com) and AMFI website: [www.amfiindia.com](http://www.amfiindia.com). POS are the designated centres appointed by the Central Agency for receiving application forms, processing the same & issuance of KYC Acknowledgement Letter. List of & location of POS is available at our website [www.tatamutualfund.com](http://www.tatamutualfund.com) & [www.amfiindia.com](http://www.amfiindia.com). On submission of KYC Form, documents & information to the satisfaction of the POS, the investor will be issued a provisional KYC Acknowledgement Letter across the counter. Subsequently, the Central Agency will verify the information & documents submitted by the investor. The verification process will be completed within 10 working days from the date of provisional KYC Acknowledgment Letter. In case of any deficiency/insufficiency in documentation, intimation will be sent to the investors. However, the Central Agency may cancel the KYC Acknowledgement Letter within 10 working days from the date of issue of provisional KYC Acknowledgement Letter, in case of any deficiency in the document/information. Intimation of cancellation of KYC Acknowledgement Letter will be despatched by the Central Agency to the investor immediately. No communication will be sent to the investor if the KYC documents are in order. KYC Acknowledgement Letter is presently being issued free of cost. Presently, it is mandatory for all applications for subscription of value of Rs. 50,000 & above to quote the KYC compliance status of all the applicants (guardian in case of minor) in the application for subscription & attach proof of KYC compliance viz. KYC Acknowledgement Letter (or the erstwhile MIN\* Allotment Letter). The KYC status will be validated with the records of the Central Agency before allotting units. Tata Mutual Fund will not be held responsible and /or liable for rejection of KYC Form, if any, by the Central Agency. Applications for subscriptions of value of Rs. 50,000 and above without a valid KYC compliance may be rejected. Provided further, where it is not possible to verify the KYC compliance status of the investor at the time of allotment of units, the Trustee / AMC shall verify the KYC compliance status of the investor within a reasonable time after the allotment of units. In the event of non compliance of KYC requirements, the Trustee / AMC reserves the right to freeze the folio of the investor(s) & affect mandatory redemption of unit holdings of the investors at the applicable NAV, subject to payment of exit load, if any & recovery of unamortized NFO expenses. All investors (both individual and non-individual) can apply for KYC compliance. However, applicants should note that minors cannot apply for KYC compliance & any investment in the name of minors should be through a Guardian, who should be KYC compliant for the purpose of investing with a Mutual Fund. Also, applicants / unit holders intending to apply for units / currently holding units and operating their Mutual Fund folios through a Power of Attorney (PoA) must ensure that the issuer of the PoA & the holder of the PoA must mention their KYC compliance status at the time of investment, if such investment(s) are above the prescribed threshold limit. PoA holders are not permitted to apply for KYC compliance on behalf of the issuer of the PoA. Separate procedures are prescribed for change in name, address & other KYC related details, should the applicant desire to change such information. POS will extend the services of effecting such changes.

\* Valid only where investors who have already obtained the erstwhile Mutual Fund Identification Number (MIN) by submitting the PAN copy as the proof of identity.

**(H) BANK ACCOUNT DETAILS**

It shall be mandatory for the Unitholders to mention their bank account numbers in their purchase applications/requests for redemptions. Unitholders are requested to give the full particulars of their Bank A/c i.e. nature of A/c, A/c Number, 9 digit Bank Code Number (For Electronic Credit Facility), branch address of the bank at the appropriate space in the application form. Please provide the MICR code / IFSC code to help you in future for ECS / NEFT credit of dividend & redemption payout. Please attach a copy of the cancelled cheque leaf.

Any application for subscription / request for redemption without Bank A/c details cannot be considered for subscription and hence will be rejected.

Example for filling the account number:

A/c. No.		9	7	4	6	1	5	2
In words		Nine	Seven	Four	Six	One	Five	Two

**It is mandatory to provide the A/c Number in words & figures & please note if the A/c number is not mentioned in words & figures or the same does not match, DC will not be effected."**

The 11-digit IFSC (Indian Financial System Code) code for NEFT (National Electronic Funds Transfer) can be obtained from the bank branch.

**For faster dissemination of information, Unitholders are requested to provide their E-mail IDs.**

Mutual Fund / registrar shall not be responsible for e-mail not reaching to the investors and for all consequences thereof.

**Despatch of Account Statement and Unit Certificates.**

**For Normal Transactions:** An Account Statement will be Despatched to Unitholders within a maximum of thirty days from the date of Allotment.

**For Systematic Transactions:** Account Statement will be Despatched once in calendar quarter

Investors will be sent Account Statements and Cheques by courier/ucp/registered post. The courier and the postal department as the case may be shall be treated as agents of the investor. Delivery of the statement and cheques to the courier / postal department shall be treated as delivery to the investor. The mutual fund / registrars are not responsible for any delayed delivery or non-delivery or any consequences thereof.

**(I) BROKERS AND MARKETING ASSOCIATES.**

1. Tata Mutual Fund's Marketing Associates, Agents & Brokers (who are holding the AMFI Certificate) are eligible to mobilise subscriptions under the Fund and earn brokerage based on the amounts subscribed. Brokerage will be paid only to those Marketing Associates, Agents & Brokers whose stamp appears on the application form.
2. Code numbers / ARN No. assigned by AMFI to the Marketing Associates / Agents must be used wherever applicable and their stamps should clearly state their names and any other details as required, in English.
3. Agents are not permitted to accept CASH with Application Form. Tata Mutual Fund shall not be held responsible for any kind of wrong tenders.
4. Brokerage will be paid to only Distributors empanelled with Tata Mutual Fund and registered with AMFI.
5. Distributors / Agents should mention the ARN No. allotted by AMFI, on the application form.

- (J) The Fund will disclose details of the investor's account and all his transactions to the intermediary whose stamp appears on the application form. In addition, the Fund will disclose details as necessary, to Fund's and Investor's bankers, for the purpose of effecting payments to the investor.

**Prevention of Money Laundering**

In terms of the Prevention of Money Laundering Act, 2002, the Rules issued there under and the guidelines / circulars issued by SEBI regarding the Anti Money Laundering (AML Laws), all intermediaries, including Mutual Funds, have to formulate and implement a client identification programme, verify and maintain the record of identity & address(es) of investors.

In order to make the data capture & document submission easy & convenient for the investors, Mutual Fund Industry has collectively entrusted this responsibility of collection of documents relating to identity & address & record keeping to an independent agency (presently CDSL Ventures Limited) that will act as central record keeping agency ('Central Agency').

**(K) Nomination Details**

- (1) The nomination can be made only by individuals applying for/holding units on their own behalf singly or jointly. Non-Individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate. If the units are held jointly, all joint holders will sign the nomination form. (2) Minor(s) can be nominated & in that event, the name, address & signature of the guardian of the minor nominee(s) shall be provided by the unit holder. (3) The Nominee shall not be a trust, society, body corporate, partnerships firm, member of Hindu Undivided Family or a Power of Attorney holder. A non-resident Indian can be a Nominee subject to the policy of exchange control for the time being in force. (4) Nomination in respect of the units stands rescinded upon the transfer of units. (5) Transfer of units in favour of Nominee(s) shall be valid discharge by the Asset Management Company (AMC) against the legal heirs, executors, administrators, etc. (6) The cancellation of nomination can be made only by those individuals who hold units in their own name, either solely or jointly and who have originally made the nomination. (7) On cancellation of the nomination, the nomination shall stand rescinded & the Asset Management Company (AMC) shall not be under any obligation to transfer the units if favour of the Nominee(s). (8) Nomination can be made for maximum number of three nominees. In case of multiple nominees, the percentage of the allocation/share should be in whole numbers without any decimals making a total of 100% (in the event of the unitholders not indicating the percentage of allocation/share for each of the nominees, the AMC, by invoking default option shall settle the claims equally amongst all the nominees).

**CHECKLIST**

Please ensure that your Application Form is complete in all respects and signed by all applicants : • Name, Address and Contact Details are mentioned in full. • Bank Account Details are entered completely and correctly. • Permanent Account Number (PAN) of all Applicants is mentioned along with the copy of the PAN card • Appropriate Option is selected. If the Dividend Option is chosen, Dividend Payout or Re-investment is indicated. • If units are applied for jointly, Mode of Operation of account is indicated • Your Investment Cheque / DD is drawn in favour of "Scheme Name", dated and signed. • Application Number is mentioned on the reverse of the cheque. • Documents as listed below are submitted along with the Application Form (as applicable to your specific case). • If required document(s) are not provided within 10 business days from the date of transaction or the documents provided by the non individual investors are insufficient / inaccurate, then the transactions are liable to be reversed with all costs and consequences to the investor.

Documents	Companies	Trusts	Societies	Partnership Firms	FIs	NRI	Investments through Constituted Attorney
1 Resolution/Authorisation to invest	✓	✓	✓	✓	✓		
2 List of Authorised Signatories with Specimen Signature(s)	✓	✓	✓	✓	✓		✓
3 Memorandum & Articles of Association	✓						
4 Trust Deed		✓					
5 Bye-Laws			✓				
6 Partnership Deed				✓			
7 Overseas Auditor's Certificate					✓		
8 Notarised Power of Attorney							✓
9 Foreign Inward Remittance Certificate, in case payment is made by DD from NRE / FCNR a/c or where applicable						✓	

All documents in 1 to 6 above should be originals / true copies certified by the Director / Trustee / Company Secretary / Authorised Signatory / Notary Public

## SYSTEMATIC WITHDRAWAL PLAN (SWP)

To,  
The Trustee,  
Tata Mutual Fund, Mumbai

Having read and understood the contents of the Offer Document and the Instructions, I/we here by apply to the Trustee of Tata Mutual Fund for the SWP Enrolment for the following Schemes and agree to abide by the terms and conditions of the Plan.

Folio No.:	
Broker Code :	Sub Broker Code :
Name : _____	
Email : _____	
Scheme	Option
<input type="checkbox"/> Fixed Amount Rs _____ (in words _____)	<input type="checkbox"/> Capital Appreciation

### Period of Enrolment

From : MM / YY To : MM / YY

Frequency  Monthly  Quarterly

Date: \_\_\_\_\_ **1st / 7th / 10th / 20th / 28th of the month** (in case of holiday, next business day)  
(in case the date is not mentioned, the 1st day of the month will be taken as the default date)

**First payout Date:** \_\_\_\_\_ **(that is the first payment date)**  
(in case the first payout date is not mentioned, the 1st day of the following month will be taken as the default date)

**Last Payout Date:** \_\_\_\_\_ **(that is the last payment date)**  
(in case the last payout date is not mentioned, the payout will continue until the balance units are reduced to zero.)

### SIGNATURES

\_\_\_\_\_ **Sole/First Applicant**

\_\_\_\_\_ **Second Applicant**

\_\_\_\_\_ **Third Applicant**

*Loads as applicable from time to time.*

**INCORRECTLY / INCOMPLETELY FILLED APPLICATIONS ARE LIABLE FOR REJECTION.**

N.B SWP should reach ISCs before 7 working days from the start of first SWP date.

## TATA MUTUAL FUND

Date : \_\_\_\_\_

## SYSTEMATIC TRANSFER PLAN (STP)

To,  
The Trustee,  
Tata Mutual Fund, Mumbai

Having read and understood the contents of the Offer Document and the Instructions, I/we here by apply to the Trustee of Tata Mutual Fund for the STP Enrolment under the following Schemes and agree to abide by the terms and conditions of the Plan.

Broker Code :		Sub Broker Code :	
Folio No. _____	Name: _____		
Transfer from (Scheme): _____	Option: _____		
Transfer to (Scheme): _____	Option: _____		
No of Units: _____ or Dividend: _____	or Capital Appreciation: _____		
Amount (Rs.): _____	Amount (in words): _____		
Transfer period from: _____ / _____ (mm) (yy)		To : _____ / _____ (mm) (yy)	
Transfer Frequency	Weekly	Monthly	Quarterly
	Only on Fridays	<input type="checkbox"/> 1st <input type="checkbox"/> 7th <input type="checkbox"/> 10th <input type="checkbox"/> 20th <input type="checkbox"/> 28th Days of the month	<b>Select any one</b>
<b>In case of holiday the same will be considered for the next business day</b>			

### SIGNATURES

\_\_\_\_\_ **Sole/First Applicant**

\_\_\_\_\_ **Second Applicant**

\_\_\_\_\_ **Third Applicant**

*Loads as applicable from time to time.*

**INCORRECTLY / INCOMPLETELY FILLED APPLICATIONS ARE LIABLE FOR REJECTION.**

**Note:** STP should reach ISCs before 7 workings days from the start of first STP date.

In case Friday is a non-business day the same will be considered for Next business day.



## INSTRUCTIONS

Please read the terms of Offering Circular before filling the application. It must be understood clearly that all Applicants are deemed to have accepted the terms subject to which this offer is being made and bind themselves to the terms upon signing the Application Form and tendering payment.

**(A) AN APPLICATION TO THE ONGOING OFFERING BY AN INVESTOR SHOULD BE FOR ATLEAST A MINIMUM AMOUNT AND IN MULTIPLES THEREOF AS SPECIFIED FOR EACH SCHEME. THERE IS NO MAXIMUM LIMIT.**

**(B) PAYMENT PROCEDURE**

1. Payment may be made by MICR cheque/DD drawn on/made payable at all those places where the **Investor Service Centres** are located and mail to the nearest ISC. **THE CHEQUE/DD MUST BE DRAWN IN FAVOUR OF "SCHEME NAME"** and crossed **"ACCOUNT PAYEE & NOT NEGOTIABLE"**.
2. In case of subscription by NRIs/FIIs, in case the payment is made through Indian Rupee draft purchased abroad or from FCNR or NRE A/c, an Account Debit Certificate from the bank issuing the draft, confirming the debit should be submitted. For subscription made by NRE/FCNR account cheques, the application forms must be accompanied with a photocopy of the cheque or Account Debit letter/Certificate from the banker.

**Applicants who cannot invest:** • Any individual who is a Foreign national or any other entity that is not an Indian resident under the Foreign Exchange Management Act, 1999, except where registered with SEBI as a FII or FII sub account. • Overseas Corporate Bodies (OCBs) shall not be allowed to invest in the scheme. These would be firms & societies which are held directly or indirectly but ultimately to the extent of atleast 60% by NRI's & trusts in which atleast 60% of the beneficial interest is similarly held irrevocably by such persons (OCBs). • Non-Resident Indians residing in the United States of America & Canada.

3. Subscription by Multilateral Funding Agencies, on full repatriation basis, is subject to approval by the Foreign Investment Promotion Board.
  4. Application forms duly completed in all respects must be lodged at the identified Investor Service Centres.
  5. Application form (duly completed), along with a cheque (drawn on nearest ISC's / transaction acceptance centres/ DD (payable at the nearest ISC's / transaction acceptance centres) may be sent by Mail directly to the nearest ISC / transaction acceptance centres or DD's payable at Chennai to be sent to the Registrar viz. Computer Age Management Services Pvt. Ltd., Unit: Tata Mutual Fund, A&B, Lakshmi Bhavan, 609, Anna Salai, Chennai - 600 006.
- If there is no Authorised Investor Service Centres where the investor resides, he/she may purchase a Demand Draft from any other Bank in favour of "Name of the Scheme" & crossed "A/c Payee & Not Negotiable", If you are residing/located in a city/town where we don't have an official Acceptance Point, please draw a Demand Draft payable at your nearest city/town where we have a Transaction Acceptance Point. after deducting bank charges / commission after deducting bank charges / commission (not exceeding charges prescribed by State Bank of India) from the amount of investment.**

6. The applicants are requested to note the following points before submitting the applications to any of the collection centres.
  - i) Separate cheque/demand draft is required for each scheme. Such Cheques/Demand Draft should be drawn in the name of the Scheme.
  - ii) Stockinvests, Outstation Cheques/DD, Post Dated Cheques, Money Orders and Postal Orders will not be accepted and such applications will not be considered for allotment. All investment cheques should be current dated. Post dated cheques will be accepted only for SIP transactions.
  - iii) Cheques once returned in clearing will not be re-presented and the accompanying applications may not be considered for allotment.
7. Applications which are incomplete are liable to be rejected & the Trustee Company of Tata Mutual Fund shall not be responsible for any consequences thereof.
8. Where an application is rejected in full or in part, application money will accordingly be refunded to the applicant. No interest will be paid on the amount so refunded. Letters of regret together with Refund Cheques/Orders if any, will be despatched to the applicant. Refund will be made by cheques or pay order drawn on the Bankers of Tata Mutual Fund.
9. The right to accept or reject any application in whole or in part lies with the Trustee Company.
10. Non individual investors (Corporates, Societies, Trusts, etc.) are required to submit specified documents such as Memorandums, Articles of Association, bylaws, trust deed, board resolutions and other similar documents along with the subscription application. Units allotted to the non-individual investors are subject to receipt and confirmation of correctness of such statutory documents. If required document(s) are not provided within 10 business days from the date of transaction or the documents provided by the non individual investors are insufficient / inaccurate, then the transactions are liable to be reversed with all costs and consequences to the investor.

**(C) APPLICATION DETAILS**

1. Please write the Applicant's Name & Application Serial Number on the reverse of the Cheque/Demand Draft.
2. Please mention the Pin Code Number in the Address column. **In case PIN code is not mentioned all the correspondence will be sent by registered post.**
3. All communication and/or payments will be made to the sole/first applicant.
4. Signatures should be in English or in any Indian language, thumb impressions must be attested by a Magistrate/Notary Public under his/her official seal. In case of HUF, the Karta should sign on behalf of the HUF. In case of Partnership Firms, the Partner should sign on behalf of the Partnership Firm. Similarly, for the Association of Persons (AoP), Company etc. the application must be signed by the Authorised Signatory/Signatories as applicable.
5. Individual(s) as Applicant/unit holder only can make nomination. Nominee must be an individual and not a trust, society, body corporate partnership firm, Karta of Hindu Undivided Family or a power of Attorney Holder. Nomination stands rescinded upon transfer/Redemption/Switchover of Units.
6. Where the units are held in the names of two or three persons, such persons shall be deemed to hold the units on first holder basis. In case of HUF/Partnership Firm/AoP/Company, etc. no joint holding will be considered. **All tax exemptions can be availed of only by the First holder in case of additional holdings.**

7. In case of applications under Power of Attorney or by a Limited Company or by a Corporate Body or Eligible Institution or a Registered Society or a Trust or a Fund the original Power of Attorney or the certified copy thereof duly notarised and the relevant resolution or authority to make the application, as the case may be including authority granted in favour of the officials signing the application and their specimen signature etc., or duly certified copy thereof alongwith a certified copy of the Memorandum and Articles of Association and/or bye-laws and/or trust deed and/or partnership deed and certificate of registration must be lodged at the office of the Registrar, quoting the serial number of application simultaneously with the submission of the Application Form, failing which the application is liable to be rejected.

8. Any applications without broker code will be treated as Direct Investments

**(D) Default Values:**

In case the Investment Option (Dividend / Growth) is not mentioned investment will be taken in Growth.

In case the Payout mode (Payout / Reinvestment) is not mentioned investment will be taken in Reinvestment

**(E) 1. What is MICRO SIP?**

**MICRO SIP investment is where the aggregate of all installments in a year (i.e. for 12 rolling months) (where the registration is for a period exceeding one year) OR installment amount multiplied by number of installments (where the registration is for less than one year) does not exceed Rs. 50,000/-**

**2. Documents required:**

Any one of the following PHOTO IDENTIFICATION document can be submitted. The document should be self attested by the investor or the ARN distributor.

- i Voter Identity Card
  - ii Driving License
  - iii Government / Defense identification card
  - iv Passport
  - v Photo Ration Card
  - vi Photo Debit Card (Credit card not included because it may not be backed up by a bank account).
  - vii Employee ID cards issued by companies registered with Registrar of Companies (database available in the following link of Ministry of Company affairs <http://www.mca.gov.in/DCAPortalWeb/dca/MyMCALogin.do?method=setDefaultProperty&mode=31>)
  - viii Photo Identification issued by Bank Managers of Scheduled Commercial Banks / Gazetted Officer / Elected Representatives to the Legislative Assembly / Parliament
  - ix ID card issued to employees of Scheduled Commercial / State / District Co-operative Banks.
  - x Senior Citizen / Freedom Fighter ID card issued by Government.
  - xi Cards issued by Universities / deemed Universities or institutes under statutes like ICAL, ICWA, ICSI.
  - xii Permanent Retirement Account No (PRAN) card issued to New Pension System (NPS) subscribers by CRA (NSDL).
  - xiii Any other photo ID card issued by Central Government / State Governments /Municipal authorities / Government organizations like ESIC / EPFO.
- 3. The PHOTO IDENTIFICATION DOCUMENT PROVIDED SHOULD BE CURRENT**
- 4. Mentioning the date of birth of all applicant's / guardian is mandatory for MICRO SIP Applications.**
- 5. Who is eligible for MICRO SIP?**
- a. This Exemption will be applicable only to Investment by Individuals (Including NRI, Minors and sole proprietary firms but not PIO's).
  - b. HUF and other categories will not be eligible for MICRO SIP's
  - c. The Exemption is applicable to Joint Holder also

**(F) PAN Number Details of the Investors**

SEBI has made it mandatory for all applicants (in the case of application in joint names, each of the applicants) to mention his/her Permanent Account Number (PAN) irrespective of the amount of purchase\*. Where the applicant is a minor, and does not possess his/ her own PAN, he/ she shall quote the PAN of his/ her father or mother or the guardian, as the case may be.

In order to verify that the PAN of the applicants (in case of application in joint names, each of the applicants) has been duly & correctly quoted therein, the applicants shall attach along with the purchase\* application, a photocopy of the PAN card duly attested by the distributor / agent (AMFI registered) through whom the application is effected or by Bank Manager or Notary or Investor Service Centres of TATA Mutual Fund or ISCs of CAMS. Attestation will be done after verification with the original PAN card.

\*includes fresh/additional purchase, Systematic Investment.

Applications not complying with the above requirement may not be accepted/ processed. Additionally, in the event of any application form being subsequently rejected for mismatch of applicant's PAN details with the details on the website of the Income Tax Department, the investment transaction will be cancelled & the amount may be redeemed at the applicable NAV, subject to payment of exit load, if any. Please contact any of the Investor Service Centres / CAMS / Distributors or visit our website [www.tatamutualfund.com](http://www.tatamutualfund.com) for further details. If PAN already validated alongwith MIN, please don't attach any proof

**(G) Prevention of Money Laundering & Know Your Customer (KYC) Compliance**

In terms of the Prevention of Money Laundering Act, 2002, the Rules issued there under and the guidelines/circulars issued by SEBI regarding the Anti Money Laundering (AML Laws), all intermediaries, including Mutual Funds, have to formulate & implement a client identification programme, verify & maintain the record of identity & address(es) of investors. In order to make the data capture & document submission easy & convenient for the investors, Mutual Fund Industry has collectively entrusted the responsibility of collection of documents relating to identity & address of the investor(s) to an independent agency (presently CDSL Ventures Limited) which will act as central record keeping agency ("Central Agency"). As a token of having verified the identity & address of the investor(s) & for efficient retrieval of records, the Central Agency will issue a KYC Acknowledgement Letter (previously known as Mutual Fund Identification

## SYSTEMATIC INVESTMENT PLAN (SIP)

To  
The Trustee,  
TATA MUTUAL FUND  
Mumbai

Date : \_\_\_\_\_

Having read and understood the contents of the Offering Circular and the instructions and information contained therein, I/We hereby apply for the Systematic Investment Plan (SIP) and agree to abide by the terms and conditions mentioned in the plan.

Folio No. \_\_\_\_\_

Broker Code : \_\_\_\_\_ Sub Broker Code : \_\_\_\_\_

Name : \_\_\_\_\_

Email : \_\_\_\_\_

Scheme \_\_\_\_\_

Option \_\_\_\_\_

Rs \_\_\_\_\_ (in words \_\_\_\_\_ )

Frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly		Dates: <input type="checkbox"/> 1st <input type="checkbox"/> 7th <input type="checkbox"/> 10th <input type="checkbox"/> 20th	
Cheque No(s).	Dated	in figures	Amount (Rs.) in words
1.	/ /		
2.	/ /		
3.	/ /		
4.	/ /		
5.	/ /		
6.	/ /		
7.	/ /		
8.	/ /		
9.	/ /		
10.	/ /		
11.	/ /		
12.	/ /		

Drawn on Bank : \_\_\_\_\_  
Branch : \_\_\_\_\_

\_\_\_\_\_  
**Signatures**                      **Sole/First Applicant**                      **Second Applicant**                      **Third Applicant**  
*\* In case of new application/s, kindly attach duly filled in application form.*

SIP Load Structure as on date of 1st SIP Instalment (In case of Direct Debit) Cheque date would be applicable.

N.B. Investment under Systematic Investment Plan can be made at Authorised Investor Service Centres only.

PAN AND KYC COMPLIANT STATUS DETAILS (MANDATORY)													
	PAN # (Refer Instruction - E)										KYC Compliant Status** (If yes attach proof) KYC Mandatory for investment of Rs. 50,000 and above. (Refer Instruction - F)		
<b>First Applicant / Guardian*</b>												<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Second Applicant</b>												<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Third Applicant</b>												<input type="checkbox"/> Yes	<input type="checkbox"/> No
*If the First Applicant is a Minor, then please state the details of Guardian. # Please attach PAN proof. <b>If PAN already validated, please don't attach any proof **Refer Instruction - E</b>													

## SIP AUTO DEBIT FACILITY : TERMS & CONDITIONS

### A) SIP payment through Electronic Clearing Service (Debit Clearing) of the Reserve Bank of India (RBI)

List of Cities for SIP Auto Debit Facility via ECS (Debit Clearing) Agra, Ahmedabad, Allahabad, Amritsar, Asansol, Aurangabad, Bangalore, Baroda, Belgaum, Bhillwara, Bhopal, Bhubaneswar, Bijapur\*, Bikaner, Burdwan, Calicut, Chandigarh, Chennai, Cochin, Coimbatore, Cuttack, Devenegere, Dhanbad, Dehradun, Durgapur, Erode, Gadag\*, Gorakhpur, Guwahati, Gulbarga, Gwalior, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kakinada, Kanpur, Kolhapur, Kolkata, Lucknow, Ludhiana, Mandya\*, Madurai, Mangalore, Mumbai, Mysore, Nagpur, Nasik, Nellore, New Delhi, Panjim, Patna, Pondicherry, Pune, Raichur, Raipur, Rajkot, Ranchi, Salem, Shimla, Shimoga, Sholapur, Siliguri, Surat, Thirupur, Tirupathi, Trichur, Trichy, Trivandrum, Udaipur, Udupi\*, Varanasi, Vijayawada, Vizag. (subject to revision in dates & location).

#### Instructions for ECS:

1. This facility is offered to investors having bank accounts in select cities mentioned above.
2. The cities in the list may be modified/ updated/changed/removed at any time in future entirely at the discretion of Tata Asset Management Limited without assigning any reasons or prior notice. If any city is removed, SIP instructions for investors in such cities via ECS (Debit) route will be discontinued without prior notice.
3. The bank mentioned in the ECS request must participate in local MICR clearing. MICR code starting and/or ending with '000' are not valid for ECS.
4. The investor agrees to abide by the terms and conditions of ECS facility of Reserve Bank of India (RBI).
5. \* For Gadag, Bijapur, Udupi & Mandya the first transaction should be demand draft drawn on the city where the application is submitted.

### B) Through direct debit facility:

List of Banks for direct debit facility (all branches): ICICI Bank; Citi Bank, Corporation Bank and Union Bank of India. (Please note: The AMC may alter the list of banks participating in direct debit arrangement from time to time / withdraw direct debit facility from banks, based on its experience of dealing with any such bank or add / withdraw the name of the bank with whom direct debit facility arrangement can be introduced / discontinued as the case may be).

#### General Instructions for SIP Auto Debit:

1. In case of new applications, kindly attach duly filled in application form alongwith registration cum mandate form for SIP Auto debit facility. Any other format of request will be rejected.
2. Completed application form, SIP auto debit form & first cheque should be submitted at Tata Asset Management Ltd. (TAML) offices or CAMS ISC's at least 30 days prior to first SIP auto debit date.
3. Investors should mandatorily give a cheque for the first transaction drawn on the same bank account which is to be debited under ECS/Direct Debit in case the 1st cheque is issued from an A/c which is different from ECS/Direct debit A/c, then a copy of cheque from ECS debit A/c as mentioned on the application form should be submitted alongwith other requirement.
4. Investors will not hold Tata Asset Management Limited, its registrars and other service providers responsible if the transaction is delayed or not effected or the investor bank account is debited in advance or after the specific SIP date due to various clearing cycles of ECS/Direct Debit.
5. Tata Asset Management Limited, its registrars and other service providers shall not be responsible and liable for any damages/compensation for any loss, damage etc. incurred by the investor. The investor assumes the entire risk of using this facility and takes full responsibility.
6. The SIP cancellation request shall be submitted 15 working days prior to the SIP date.
7. For change in Bank mandate, the request must be submitted 30 days prior to the SIP date.
8. Loads as Prevailing from time to time will be applicable.
9. Existing investors who wish to restart are required to submit SIP Auto Debit form duly sign by the bank account holder(s), indicating the existing Folio No. & investment details in the SIP Form & submit the same alongwith the copy of a cancelled cheque / photo copy drawn on the same bank account registered in the Auto Debit Form.
10. In case SIP end date is not mentioned the SIP will expire 25 years after the first SIP Installment.
11. SIP auto debit facility is available only on specific dates of the month viz. 1st / 7th / 10th / 20th / 25th.
12. In case there are two consecutive SIP's, rejections due to the reasons "in sufficient funds", the subsequent SIP installments will be automatically ceased.

## SYSTEMATIC INVESTMENT PLAN (SIP THROUGH PDCs)

1. Dates for investing through SIP route: 1st / 7th / 10th / 20th / 25th of every month.
2. There should be a minimum of 15 days between the 1st & 2nd SIP cheque. In case of lesser difference of minimum required days the 1st SIP cheque will be deposited on the subsequent month. (For e.g. - The first application cheque dated 25th December & the investor opting for SIP date as 1st January will be taken into the account on 1st February).
3. Cancellation of SIP request should be submitted before 15 days from the processing date of SIP. For example - The request to be forwarded on or before 5th of December 2008 for the cancellation of SIP on 20th December 2008. If not then it will be considered only for the next month SIP Date.
4. Loads as Prevailing from time to time will be applicable.
5. The first SIP cheque needs to be from the same bank account as the PDCs for your future SIPs.
6. Value of each installment should be the same in all PDCs issued.
7. **All PDCs should be given in a sequential order from the same bank account and from the same cheque book.**

## SYSTEMATIC WITHDRAWAL PLAN (SWP)

- 1) There are two options available: **a) Fixed Amount b) Capital Appreciation**
- 2) Minimum withdrawal for fixed option is Rs.500/- and for investors availing of withdrawal of capital appreciation where in any month or quarter, there is no appreciation or the appreciation is less than Rs. 500/-, SWP will not be carried out.
- 3) The dates for SWP are 1st / 7th / 10th / 20th and 28th of every Month / Quarter.
- 4) Exit load will be charged as per the schemes applicable load structure.
- 5) Cancellation of SWP request should be submitted before 15 days from the processing date of SWP. For example - The request to be forwarded on or before 5th of December 2008 for the cancellation of SWP on 20th December 2008. If not then it will be considered only for the next month SWP Date.

## SYSTEMATIC TRANSFER PLAN (STP)

- 1) There are four options
    - Fixed amount: Fixed amount will be transferred on the days mentioned below, subject to the terms and conditions of the schemes.
    - Fixed units - Redemption amount of the units will be transferred to any other scheme of Tata MF, subject to the terms of the scheme.
    - Capital appreciation: The capital appreciation as on the dates mentioned below will be transferred to any other scheme of Tata MF, subject to the terms of the scheme. For investors availing of the transfer of capital appreciation, where in any week, month or quarter, there is no appreciation or the appreciation is less than Rs. 500/- switch as mentioned above, will not be carried out.
    - Dividend amount (\*)  
(\*): Dividend sweep: Dividend sweep is possible only if the investor has opted for Dividend reinvestment. Dividend sweep is not possible if the investor has opted for dividend payout.
  - i) Dividend declared will be automatically invested into scheme/plan of Tata Mutual Fund, mentioned by the unitholder. e.g. Mr. X has units in TATA Dynamic Bond Fund – Dividend reinvestment option and has opted for Dividend sweep to Tata Income Fund - Growth Option. As and when dividend is declared in TATA Dynamic Bond Fund, the dividend will be directly transferred to Tata Income Fund - Growth option.
  - ii) Please note that there will be no entry of dividend reinvestment in the scheme where the dividend has been declared and the description in the scheme where the investor has opted dividend sweep will be Dividend Reinvestment.
  - iii) The frequency of transfer will be dependent on the dividends declared in the scheme where the investment has been made.
  - iv) The total dividend amount will be automatically invested on the ex dividend date into another scheme of TATA MF at the NAV of that scheme and accordingly equivalent units will be allotted, subject to the terms of the schemes e.g. If the dividend record date is 4th Jan 08 (Friday) and the ex dividend date is 7th Jan 2008 (Monday), the investor will be allotted units at NAV of the same day i.e 7th Jan 2008 (Monday)
  - v) There is no minimum and maximum amounts.
  - vi) PAN Details of the Investors: As per SEBI guidelines with effect from 2<sup>nd</sup> July, 07 all investors in Mutual Funds will require submission of copy of PAN card.
  - vii) Not applicable for daily dividend.
- 2) The STP dates are 1st / 7th / 10th / 20th and 28th of every month / quarter for Fixed Amount / Units & Capital Appreciation. In addition to this we also offer weekly option under Fixed amount.
  - 3) Transfer Amount: The Minimum and Maximum amount that can be transferred will be as per SIP structure for fixed amount option.
  - 4) Cancellation of STP request should be submitted before 15 days from the processing date of STP. For example - The request to be forwarded on or before 5th of December 2008 for the cancellation of STP on 20th December 2008. If not then it will be considered only for the next month STP Date.
  - 5) Load: SIP Load structure applicable. Transactions without broker code will be treated as Direct Investments.
  - 6) STP request should reach the ISC's before 7 working days, from the start of the first STP date.
  - 7) Under weekly option the STP will be processed on Friday, or on the subsequent business day, if Friday is a holiday.

**Note: (1) Despatch of A/c Statement:** For SIP, SWP, transaction: The 1st A/c Statement will be despatched to each Unitholder stating the number of Units held, etc. within a maximum of 10 days from the date of allotment. For further transactions, A/c Statements will be despatched to the unitholders within 10 working days of the end of calendar quarter. **(2) Tata Mutual Fund reserves the right to reject any application without assigning any reason thereof.**