



TO BE USE FOR ALL THE SCHEMES OTHER THAN TATA SERVICE INDUSTRIES FUND AND TATA CONTRA FUND

**SIP AUTO DEBIT FACILITY**

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

Broker Code

Sub Broker Code

**INVESTOR AND INVESTMENT DETAILS**

Sole / First Investor Name

Existing Folio No. (if any)

Scheme

Plan

Option &amp; Sub Option

**SIP AND BANK DETILS**

Each SIP Amount (Rs.)

Frequency

Monthly (Default)

Quarterly

Amount in words

**First SIP Cheque No. :****Cheque date should be either 1st / 7th / 10th / 20th**

(Submit atleast 7 days before this SIP Cheque Date)

(Note : Cheque should be drawn on bank details provided below)

SIP Auto Debit Dates :

☐ 1st☐ 7th☐ 10th☐ 20th of the month / quarter.

SIP Period :

Start From  
MM

YY

End On  
MM

YY

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

I/We hereby, authorise Tata Mutual Fund (TMF) and their authorised service providers, to debit my/our 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**

Bank Name

Branch Name

City

Account Type ☐ Savings ☐ Current ☐ Cash Credit

Account Number

In Words

9 Digit MICR Code  
(Mandatory)

In Words

I/We hereby declare that the particulars given above are correct and 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 and agreed to the terms and conditions mentioned overleaf. To - The Trustee, Tata Mutual Fund, Mumbai. Having read and 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 and agree to abide by terms, conditions, rules and regulations of scheme/s.

**First Account Holder's  
Signature  
(As in Bank Records)****Second Account Holder's  
Signature  
(As in Bank Records)****Third Account Holder's  
Signature  
(As in Bank Records)****FOR OFFICE USE ONLY (NOT TO BE FILLED IN BY INVESTOR)**

Recorded on

Scheme Code

Recorded by

Credit A/c Number

Bank use Mandate Ref. No.

Customer Ref. No.

**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

**First Account Holder's  
Signature  
(As in Bank Records)****Second Account Holder's  
Signature  
(As in Bank Records)****Third Account Holder's  
Signature  
(As in Bank Records)**

## SIP AUTO DEBIT FACILITY : TERMS & CONDITIONS

### 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, Bangalore, Baroda, Bhopal, Bhubaneswar, Chandigarh, Chennai, Cochin, Coimbatore, Guwahati, Hyderabad, Indore, Jaipur, Jalandhar, Kanpur, Kolkata, Lucknow, Ludhiana, \*Madurai, Mangalore, Mumbai, Nagpur, New Delhi, Rajkot, Panjim, Patna, Pune, Surat, \*Trichy, Trichur, Trivandrum, Varansai, Vijayawada, Vizag

1. This facility is offered to investors having bank accounts in select cities mentioned above.
2. Completed application form, SIP Auto Debit form and the first cheque should be submitted at least SEVEN days before the first transaction date.
3. Investors should mandatorily give a cheque for the first transaction drawn on the same bank account for auto debit.
4. 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.
5. The bank account provided for ECS (Debit) should participate in local MICR clearing.
- 6.\* SIP auto debit facility is available only on specific dates of the month viz. 1st / 7th / 10th / 20th, except for Madurai where SIP dates are 1st and 7th only and for Trichy SIP date is 7th of every month.
7. The cheque should be drawn on the same bank account which is to be registered for ECS (Debit).
8. The investor agrees to abide by the terms and conditions of ECS facility of Reserve Bank of India (RBI).
9. 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.
10. 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.
11. The request for this facility to be submitted duly filled in printed form. Any other format of request will be rejected.
12. Cancellation of Auto Debit request should be submitted before 15 days from the processing date of Auto Debit. For example - The request to be forwarded on or before 5th of December 2005 for the cancellation of Auto Debit on 20th December 2005. If not then it will be considered only for the next month Auto Debit Date.

## SYSTEMATIC INVESTMENT PLAN (SIP)

1. Dates for investing through SIP route: 1st / 7th / 10th and 20th of every month.
2. 1st cheque can be accepted for any date but the subsequent cheques should be dated as mentioned in the SIP form.
3. No out station cheques will be accepted, cheques should be drawn at the payable location where we have an Investor Service Center.
4. The difference of minimum 15 days should be there between the first application and 1st SIP cheque. In case of lesser difference of minimum requested dates the 1st SIP cheque will be deposited on the subsequent month. (For example - The first application cheque dated 25th of a December and the investor opting for SIP date, as 1st January will be taken into the account on 1st February).
5. 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 2005 for the cancellation of SIP on 20th December 2005. If not then it will be considered only for the next month SIP Date.

## 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 capital appreciation there is no minimum. NO maximum limit.
- 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 2005 for the cancellation of SWP on 20th December 2005. If not then it will be considered only for the next month SWP Date.

## SYSTEMATIC TRANSFER PLAN ( STP)

- 1) There are three options
  - Fixed amount: Fixed amount will be transferred on the days mentioned below, subject to the terms & conditions of the schemes
  - 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. There is no minimum amount under capital appreciation
  - Dividend (\*)
- 2) The STP dates are 1st / 7th / 10th / 20th and 28th of every Month/Quarter for Fixed Amount and Capital Appreciation.
- 3) Transfer Amount: The Minimum and Maximum amount that can be transferred will be as per SIP structure for fixed amount
- 4) Load: SIP Load structure applicable.  
(\*) Dividend sweep
- 1) 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 Pure Equity Fund- Growth Option. As and when dividend is declared in TATA Dynamic Bond Fund, the dividend will be directly transferred to Tata Pure Equity Fund –Growth option.
- 2) 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.
- 3) The frequency of transfer will be dependent on the dividends declared in the scheme where the investment has been made.
- 4) 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 1st Jan 04 (Friday) and the ex dividend date is 4th Jan 2004 (Monday), the investor will be allotted units at NAV of the same day i.e 4th Jan 2004 (Monday)
- 5) 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.
- 6) There is no minimum and maximum amounts.
- 7) SIP Load structure applicable.
- 8) Not applicable for daily dividend.
- 9) SIP request should reach the ISC's before 7 working days, from the start of the first SIP date.
- 10) 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 2005 for the cancellation of STP on 20th December 2005. If not then it will be considered only for the next month STP Date.