



TO BE USED FOR TATA SERVICE INDUSTRIES FUND AND TATA CONTRA FUND

# SIP AUTO DEBIT FACILITY

Expertise that's trusted

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

## REGISTRATION CUM MANDATE FORM FOR ECS (Debit Clearing / Standing Instruction / Direct Debit Facility in select banks only)

**First SIP cheque** and subsequent via **Auto Debit** in select cities only. (Please attach copy of cheque / cancelled cheque)

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

Broker / Agent Code  Sub-Broker / Bank Branch Code  M.O. Code

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																				
Folio/Application No.											Existing Investors please mention Folio Number. New applicants please mention the application form number.									
Scheme Plan																				
Option and Sub Option																				

### SIP AND BANK DETAILS

Each SIP Amount (₹)  Frequency Monthly (Default)  Quarterly  Status:  RI  NRI

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

**First SIP Cheque Details:** Cheque No.:  Cheque Amount in ₹

Cheque Date : \_\_\_/\_\_\_/\_\_\_ SIP Dates: Please mention the date  in words \_\_\_\_\_ day of the month. e.g. for SIP on 10th please mention   Tenth day of the month [please refer instruction 12 for any day SIP]

SIP Period: Start From  End Date (please tick ✓)  Default End Date   SIP End Date

(please refer instruction 10 on reverse)

(Note: Cheque should be drawn on bank details provided below. Please allow minimum one month for auto debit to register & start). I hereby, authorise Tata Mutual Fund (TMF) and their authorised service providers, to debit my/our following bank account by ECS (Debit Clearing) / direct debit / standing instruction 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  NRO  NRRN  NRE 9 Digit MICR Code (Mandatory for ECS)

Core banking A/c no. (in figures)

I/We hereby declare that the particulars given above are correct & complete & express my willingness to make payments referred above through participation in ECS/Direct Debit/ Standing Instruction. I/We will also inform TAML, about any changes in my bank account. I/We have read & agreed to the terms & conditions mentioned overleaf.

This is to inform I/We have registered for RBI's Electronic Clearing Service (Debit Clearing)/ Direct Debit/Standing Instruction Facility & 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 authorize the representative carrying this ECS/Direct Debit/Standing Instruction mandate Form to get it verified & executed.

I/We acknowledge that no separate intimation will be received from the Bank in case of non-execution of the instructions for any reasons whatsoever.

To - The Trustee, Tata Mutual Fund, Mumbai. Having read & understood the contents of SAI/SID/KIM 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. 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 ₹ 50,000/- in a year.

SIGNATURE/S AS PER TATA MUTUAL FUND RECORDS (MANDATORY)																		
	Sole /1st Account Holder's Signature						2nd Account Holder's Signature						3rd Account Holder's Signature					

### DECLARATION TO THE BANKER

To - Branch Manager, \_\_\_\_\_ Bank, I/We undertake to keep sufficient funds in the funding account on the date of execution of standing instruction. 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 or the above mentioned Bank responsible. If the date of debit to my/ our account happens to be a non business day as per the Mutual Fund, execution of the SIP will happen on the day of holiday & allotment of units will happen as per the Terms & Conditions listed in the KIM/SID/SAI of the Mutual Fund. The above mentioned Bank shall not be liable for, nor be in default by reason of, any failure or delay in completion of its obligations under this Agreement, where such failure or delay is caused, in whole or in part, by any acts of God, civil war, civil commotion, riot, strike, mutiny, revolution, fire, flood, fog, war, lightning, earthquake, change of Government policies, Unavailability of above mentioned Bank's computer system, force majeure events, or any other cause of peril which is beyond Bank's reasonable control & which has the effect of preventing the performance of the contract by Bank. I/We have noted the contents of the Direct Debit Facility Agreement/ Standing Instruction entered by Tata Mutual Fund with the Bank & I/we are also bound by the terms thereof.

SIGNATURE/S AS PER BANK ACCOUNT (MANDATORY)																		
	Sole /1st Account Holder's Signature (as in bank records)						2nd Account Holder's Signature (as in bank records)						3rd Account Holder's Signature (as in bank records)					

(To be signed as per the mode of operations, i.e. all holders to sign if the mode of operations is Joint)

### BANKER'S ATTESTATION (FOR BANK USE ONLY)

Certified that the signature of A/c holder and the details mentioned in 'Particulars of Bank A/c' above and its MICR code are correct as per our records											
Signature of Bank Manager with name, Employee code, Bank Seal and Contact Number						Bank Account Number					

### 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. \_\_\_\_\_

## 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, Anand, Asansol, Aurangabad, Bangalore, Baroda, Bhavnagar, Belgaum, Bhiwara, Bhopal, Bhubaneswar, Bijapur\*, Bikaner, Burdwan, Calicut, Chandigarh, Chennai, Cochin, Coimbatore, Cuttack, Devenegere, Dhanbad, Dehradun, Durgapur, Erode, Gadag\*, Gangtok\*, Gorakhpur, Guwahati, Gulbarga, Gwalior, Hassan\*, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Jamshedpur, Jodhpur, Kakinada, Kanpur, Kolhapur, Kolkata, Kota, 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, Tirunelveli, Trichur, Trichy, Trivandrum, Udaipur, Udupi\*, Varanasi, Vijayawada, Vizag. (subject to revision in dates & location).

#### Instructions for ECS:

- This facility is offered to investors having bank accounts in select cities mentioned above.
- 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.
- 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.
- The investor agrees to abide by the terms and conditions of ECS facility of Reserve Bank of India (RBI).
- \* For Gadag, Gangtok, Bijapur, Udupi, Mandya & Hassan the first transaction should be demand draft drawn on the city where the application is submitted.

### B) Through direct debit facility and Standing Instruction facility (SI):

List of Banks for direct debit facility (all branches): ICICI Bank; Citi Bank, Corporation Bank and Union Bank of India. List of branches for Standing Instruction: (All branches) AXIS Bank, IDBI Bank Ltd., HDFC Bank Ltd., (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 or the SI arrangement can be introduced / discontinued as the case may be).

#### General Instructions for SIP Auto Debit:

- 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.
- Completed application form, SIP auto debit form & first cheque should be submitted at Tata Asset Management Ltd. (TAML) offices or KARVY ISC at least 30 days prior to first SIP auto debit date.
- In case the first cheque / copy of the cheque from which the ECS is to be debited is not submitted or does not have the name of the investor on the face of the cheque then the investor should submit any one of the following documents:
  - Copy of the bank passbook / a statement of bank account having the name and address and account number of the account holder attested by the AMC, registrar officials on verification with originals
  - A letter (in original) from the bank on its letterhead certifying that the investor maintains an account with the bank, along with information like bank account number, bank branch, account type, the MICR code of the branch & IFSC Code
  - Get the banker's attestation on the face of the form in the section BANKER'S ATTESTATION (FOR BANK USE ONLY)
- 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 / SI.
- 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.
- The SIP cancellation request shall be submitted 15 working days prior to the SIP date.
- For change in Bank mandate, the request must be submitted 30 days prior to the SIP date.
- Loads as Prevailing from time to time will be applicable.
- Existing investors who wish to renew the SIP are required to submit SIP Auto Debit form duly signed 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.
- In case SIP end date is not mentioned the default expiry of SIP will be in December 2099.
- In case there are three consecutive SIP transaction reversals due to the reasons "In sufficient funds", the subsequent SIP installments will be automatically ceased.

#### 12. Instructions for Any day SIP:

- In case of ambiguity the date in words will be taken as SIP date.
- In case the date is not mentioned in words then the date will be taken based on the details mentioned in figures subject to the legibility of the handwriting.
- In case you have a Standing Instruction (SI) with HDFC Bank and IDBI Bank: With regard to SI being maintained for 29th, 30th and 31st, in the event that SI is being maintained on any of the above dates and if the month ends before the SI maintained date, the debit will happen on the last day of the month. Below matrix may help understand the concept better.

Scenario	SI Date chosen by Investor	Month Ending on			
		A -28 <sup>th</sup>	B-29 <sup>th</sup>	C-30 <sup>th</sup>	D -31 <sup>st</sup>
1	28 <sup>th</sup> of the month	Will be debited on 28 <sup>th</sup>	Will be debited on 28 <sup>th</sup>	Will be debited on 28 <sup>th</sup>	Will be debited on 28 <sup>th</sup>
2	29 <sup>th</sup> of the month	Will be debited on 28 <sup>th</sup>	Will be debited on 29 <sup>th</sup>	Will be debited on 29 <sup>th</sup>	Will be debited on 29 <sup>th</sup>
3	30 <sup>th</sup> of the month	Will be debited on 28 <sup>th</sup>	Will be debited on 29 <sup>th</sup>	Will be debited on 30 <sup>th</sup>	Will be debited on 30 <sup>th</sup>
4	31 <sup>st</sup> of the month	Will be debited on 28 <sup>th</sup>	Will be debited on 29 <sup>th</sup>	Will be debited on 30 <sup>th</sup>	Will be debited on 31 <sup>st</sup>

- In case you have a Standing Instruction with AXIS Bank: With regard to SI being maintained for 29th, 30th and 31st, in the event that SI is being maintained on any of the above dates and if the month ends before the SI maintained date, the debit will happen on the first business day of the next month.
- Investors should take note that despite the date of debit of the bank account as mentioned in instruction 'c' and 'd' above, the NAV applicability will be on the basis of SIP date.

### SYSTEMATIC INVESTMENT PLAN (SIP) UNDER THE SCHEMES SHALL BE AS:

Scheme Names	Minimum Amount (Monthly)	Minimum Amount (Quarterly)	Maximum Amount (Quarterly)	Entry Load	Exit Load if redeemed before the specified period from the date of allotment (as a % of Relevant NAV)
Tata Service Industries Fund (TSIF)	₹ 500/-	₹ 1,000/-	₹ 50,00,000/-	Nil	1% of the applicable NAV if redeemed on or before expiry of 365 days from the date of allotment.
Tata Contra Fund (TCF)	₹ 500/-	₹ 1,000/-	₹ 50,00,000/-	Nil	1% of the applicable NAV if redeemed on or before expiry of 365 days from the date of allotment.

The above SIP load structure would be applicable for SIP amount upto ₹ 50 Lakhs per installment. For SIP installment above ₹ 50 Lakhs the prevailing load structure for investment other than SIP will be applicable.

\* Any SIP Application with Instalment amount more than Maximum Amount would be accepted as normal application and prevailing entry and/or exit load on such applications (i.e on each installment) shall be charged accordingly.

**Notes:** The minimum SIP amount (Per Installment) is as follows : **Monthly SIP Amount** - Minimum No. of Installments: 12 if the amount is ₹ 500/- each & in multiples of ₹ 1/- or 6 if the amount is ₹ 1,000/- each & in multiples of ₹ 1/-; **Quarterly SIP Amount** - Minimum No. of Installments: 6 if the amount is ₹ 1,000/- each & in multiples of ₹ 1/- or 4 if the amount is ₹ 1,500/- each & in multiples of ₹ 1/-; (\*) Subject to lock-in as per the terms of the scheme. SIP amount (per installment) in case of TTFSF should be in multiples of ₹ 500/-; AMC reserves the right to change the above terms prospectively without prior notice.