

## ADDENDUM

**This addendum sets out changes to be made in the Scheme Information Document(s) and Key Information Memorandum(s) of Schemes of Tata Mutual Fund (TMF).**

**Effective Date: 1<sup>st</sup> May 2012.**

### **Uniform Procedure for Change of Bank Details (COB) and Change of Address (COA)**

In order to protect the interest of the investors and mitigate the risks arising due to of increasingly fraudulent attempts by external elements by changing the address and/or bank details of the genuine investor, uniform process for carrying out change of bank and change of address is recommended by NISM committee.

Tata Mutual Fund(TMf) has decided to implement the following process for Change of Bank Mandate(COB) and Change of Address (COA) in line with the AMFI circular 135/BP/17/10-11 dated October 22, 2010 and 135/BP/26/11-12 dated March 21, 2012.

#### **1. Documents required for Change of Bank Mandate (COB)**

1. Transaction slip/Request letter from investor

And

2. Proof of New Bank Mandate :

Original of any one of the following documents or originals should be produced for verification or copy should be attested by the Bank:

- Cancelled original cheque of the new bank mandate with first unit holder name and bank account number printed on the face of the cheque.

OR

- Self attested copy of not older than 3 months bank statement containing the first unit holder name and bank account number

OR

- Bank passbook with current entries not older than 3 months containing the first unit holder name and bank account number.

OR

- Original Bank Letter on the letter head containing the first unit holder name and bank account number duly signed by branch manager/authorized personnel with name, employee code and bank seal.

And

3. Proof of Existing Bank Mandate :

Original of any one of the following documents or copy should be attested by the Bank or originals should be produced for verification:

- Cancelled original cheque with first unit holder name and bank account number printed on the face of the cheque.

OR

- Original bank account statement / Pass book containing the first unit holder name and bank account number.

OR

- Original letter issued by the bank on the letter head confirming the bank account holder name with the account details, duly signed by the Branch Manager with name, employee code and bank seal.

OR

- In case such bank account is already closed, an original letter on the letter head of such bank duly signed by the Branch Manager with name, employee code and bank seal, confirming the closure of said account.

**Documents required for Updation of Bank Mandate (pertains to the period when bank details were not mandatory)**

1. Transaction slip/Request letter from investor

And

2. Proof of New Bank Mandate

Original of any one of the following documents or originals should be produced for verification or copy should be attested by the Bank:

- Cancelled original cheque of the new bank mandate with first unit holder name and bank account number printed on the face of the cheque.

OR

- Self attested copy of not older than 3 months bank statement containing the first unit holder name and bank account number

OR

- Bank passbook with current entries not older than 3 months containing the first unit holder name and bank account number.

OR

- Original Bank Letter on the letter head containing the first unit holder name and bank account number duly signed by branch manager/authorized personnel with name, employee code and bank seal.

And

3. Proof of Identity: Only PAN card copy if PAN is updated in the folio, or PAN/ other proof of identity (as per KYC guidelines) if PAN is not updated in the folio.

**Important Note:** The updation/Change of bank accounts in a folio is required to be done through Multiple Bank Account Registration Form or a standalone Change of Bank Mandate form .In the event of a request for change in bank account information being invalid / incomplete / not satisfactory in respect of signature mismatch /document insufficiency/not meeting any requirements more specifically as indicated in clauses above, the request for such change will not be processed. Unitholders may note that requests for change/updation in bank details cannot be submitted along with redemption request. Redemption payments will be processed and the last registered bank account information will be used for such payments. Further, if the Change/Updation of Bank Mandate/Multiple Bank registration is updated ten days prior to the submission of redemption request then the redemption payments will be made to the new bank mandate. For such cases the payments will be made within the regulatory time limit, however the normal scheme specific payment timeline will not apply. Unit holders are advised to provide their contact details like telephone numbers, mobile numbers and email IDs to Tata Mutual Fund in writing.

## 2. Documents required for Change of Address (COA)

KYC complied Folios/ Clients: No change in the existing process.

KYC not complied Folios/Clients:

1. Transaction slip/Request letter from investor  
And
2. Proof of New Address (as per KYC guidelines)  
And
3. Proof of Identity : Only PAN card copy if PAN is updated in the folio, or PAN/ other proof of identity ((as per KYC guidelines) if PAN is not updated in the folio.

Unitholders may note that copies of all the documents submitted should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested / verified by entities authorized for attesting/verification of the documents as per extant KYC guidelines.

**Note:-**All other terms and conditions of the Scheme Information Documents (SID) / Key Information Documents (KIM) read with other addendums if any remain unchanged.

**Statutory Details - Constitution:** Tata Mutual Fund (TMF) has been set up as a Trust under the Indian Trusts Act 1882. **Sponsors:** Tata Sons Limited and Tata Investment Corporation Limited. **Trustee:** Tata Trustee Company Ltd. **Investment Manager:** Tata Asset Management Limited.

**Mutual Fund Investments are subject to market risks read all scheme related documents carefully.**