

INSTRUCTIONS

1. The details already registered with us will be changed.
2. Non-KYC compliant investors must submit the following documents along with the Change of address request:
 - I. Proof of New Address (as per KYC guidelines) \
 - II. 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. Know your customer (KYC) compliant unit holders may please contact KRA for change of address.

Copies of all documents that are submitted need to be compulsorily self-attested by the applicant 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 by any of the entities authorized for attesting the documents as below: a. Authorized officials of Asset Management Companies (AMC). b. Authorized officials of Registrar & Transfer Agent (R&T) acting on behalf of the AMC. c. KYD compliant mutual fund distributors. d. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy). e. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, and Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents. f. Government authorized officials who are empowered to issue Apostille Certificates.
3. For faster dissemination of information, Unitholders are requested to provide their E-mail IDs. Please provide the email ID in BLOCK letters only. Annual report, Account statements & other communication will be sent via email, by default, to investors who have provided their email ID, unless specified otherwise. In such cases, the Mutual Fund / Registrars are not responsible for email not reaching the investor & for all consequences thereof. However, the investor always has a right to demand a physical copy of any or all the service deliverables, & the Fund would arrange to send the same to the investor. It is deemed that the Unitholder is aware of all the security risks associated with online communication, including the possibility of third party interception of the documents sent via email. Mutual Fund / registrar shall not be responsible for e-mail not reaching to the investors and for all consequences thereof.
4. For updation for Bank Account details only IFSC Code/MICR No. will be updated if the Bank name and Account No. matches the details registered with us.
5. The updation of IFSC code and MICR number will be done only if the Bank Name and the Account number mentioned in the request letter matches the details registered with us.
6. Instruction for IFSC code: RTGS/ NEFT/ ECS are facilities offered by Reserve Bank of India (RBI), for facilitating better customer service by crediting of dividend/redemption to an investor's bank account electronically. The Mutual Fund will endeavor to arrange such facility for payment of dividend/ redemption proceeds to the Unit holders. It may be noted that there is no commitment from the Mutual Fund that this facility will be made available to the Unit holders for payment of dividend/redemption proceeds. Investors are requested to provide their bank's Indian Financial System Code (IFSC), Real Time Gross Settlement (RTGS) or National Electronic Fund Transfer (NEFT) / Magnetic Ink Character Recognition (MICR) code(s). Investors need to provide a cancelled cheque leaf (where the IFSC/MICR code along with the core banking account number and name of the first unitholder is printed) or banker's confirmation for verification of the code and bank account. RTGS & NEFT codes may be different for the same bank/branch. Please contact your bank for the details of the same. Any charges levied by the investor's bank for receiving payment through ECS/RTGS/NEFT will be borne by the investor. Investors to note 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. Tata Mutual Fund will not be responsible In case the bank does not credit the investor's 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. Tata Mutual Fund will not be liable for any losses/claims, etc. arising on account of processing the direct credit of redemption / dividend proceeds on the basis of the Bank Account details as provided by the investor in the application form. 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.