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TATA MUTUAL FUND
Mafatlal Centre 9th Floor Nariman Point Mumbai - 400 021

Change of Bank Mandate Form



Date: DD/MM/YYYY

To
Tata Mutual Fund
I/We wish to change the bank details in my/our folio as mentioned below:

A. Investor Details

Form with columns for Folio No. 1, 2, 3, 4 and rows for Sole/1st Unit Holder, 2nd Unit Holder, 3rd Unit Holder.

B. Bank Account Details

All payments will be made to first applicant or to Karta in case of HUF.

Form for Bank Account Details including fields for Bank Name, Branch, Account number, MICR, IFSC for RTGS, IFSC for NEFT, Address, City, State, PIN.

C. Document Submitted

Refer Inst. 5

Form for Document Submitted with checkboxes for cancelled cheque leaf, photocopy of bank passbook, and letter from the bank for both current and new accounts.

\* Account number and name of the First Unit Holder should be printed on the face of the cheques.

D. Declaration

I/We hereby declare that the particulars given above are correct and; I/We understand that the Instruction to the bank for NEFT/RTGS will be given by Tata Mutual Fund & such Instruction will be adequate discharge or Mutual Fund towards redemption/dividend/refund proceeds.

Signatures (To be signed by all holders if mode of holding is 'Joint')

Form for Signatures with three columns for 1st, 2nd, and 3rd Unitholder Signature / Thumb Impression.



Acknowledgement Slip

Received Change of Bank Mandate request from Mr. / Ms. / M/s.
for Folio no(s).

1. In case there is more than one holder in the folio then the form needs to be signed by all the holders as per the mode of operation.
2. The first/sole unit holder in the folio should be one of the holders of the bank account being registered.
3. Unit holders will be required to submit the duly filled in Change of Bank Mandate Form along with a cancelled original cheque leaf of the new bank account as well as the bank account currently registered with the Mutual Fund (where the account number and first unit holder name is printed on the face of the cheque). Unit holders should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse.
4. Where such name is not printed on the original cheque, the Unit holder may submit a letter from the bank on its letterhead certifying that the Unit holder maintains/ maintained an account with the bank, the bank account information like bank account number, bank branch, account type, the MICR code of the branch & IFSC Code (where available).

In case of non-availability of any of these documents, a self attested copy of the bank pass book or a statement of bank account with current entries not older than 3 months having the name and address of the first unit holder and account number.

Note: The above documents shall be submitted in Original. If copies are furnished, the same must be submitted at the ISCs where they will be verified with the original documents to the satisfaction of the Fund. The originals documents will be returned across the counter to the Unit holder after due verification. In case the original of any document is not produced for verification, then the copies should be attested by the bank manager with his / her full signature, name, employee code, bank seal and contact number.

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, the request for such change will not be processed. Redemptions / dividend payments, if any, will be processed and the last registered bank account information will be used for such payments to Unit holders.

Unit holders may note that it is desirable to submit their requests for change in bank details atleast 10 working days prior to date of redemption / dividend payment, if any and ensure that the request for change in bank mandate has been processed before submitting the redemption request. If change in bank mandate has not been processed, payment will be made in the existing bank account registered in the folio. Further, in the event of a request for redemption of units being received within 10 working days of change in bank account details, the normal processing time as specified in the Scheme Information Document, may not necessarily apply, however it shall be within the regulatory limits. Any unregistered bank account or a new bank account mentioned by the Unit holder along with the redemption request may not be considered for payment of redemption /dividend proceeds.

5. Resident individuals can either select bank account type as SB (Savings Account) or CA (Current Account). Non Resident Individuals need to mandatorily provide NRO or NRE Bank account details.
6. Any charges levied by the investor's bank for receiving payment through ECS/RTGS/NEFT will be borne by the investor. The Mutual Fund / AMC will not accept any request for refund of such bank charges.

Tata Mutual Fund have arrangement with ICICI Bank Ltd./HDFC Bank Ltd./Axis Bank/IDBI Bank/Standard Chartered Bank/Kotak Mahindra Bank/HSBC Bank/Deutsche Bank/Royal Bank of Scotland/Citi Bank/Oriental Bank of Commerce/ State Bank of India (Core banking centers only - subject to validation) to directly credit the redemption/Dividend/Refund payout into the investor's Bank account. Investors need to provide a cancelled cheque leaf having core banking account number and name of the investor printed on it for verification. The list of bank is subject to change from time to time.

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.

7. Bank account change details request will be accepted and processed only if all the details are correctly filled and the necessary documents are submitted. The request is liable to be rejected if any information is missing or incorrectly filled or if there is deficiency in the documents submitted.
8. Registrar: Computer Age Management Services (Private) Limited (Cams), Unit: Tata Mutual Fund. 178/10 Kodambakkam High Road, Opp.Hotel Palmgrove Nungambakkam, Chennai-600034.