



TO BE USED FOR TATA RETIREMENT SAVINGS FUND ONLY

SIP AUTO DEBIT FACILITY – WITH TOP-UP FACILITY

NEW INVESTORS ARE REQUESTED TO FILL-IN THE SCHEME APPLICATION FORM ALSO



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)

Please (✓) any one: New Registration Change in Bank Account for existing Registration MICRO SIP (refer inst. 9)

1. DISTRIBUTION INFORMATION (Only empanelled Distribution / Broker will be permitted to distribute Units of Tata Mutual Fund) refer instruction 5, 6 & 7

Broker / Agent Code	Sub-Broker / Bank Branch Code	Sub-Broker ARN Code	EUIN Code

I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of inappropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker.

Sole / 1st Unitholder Signature / Thumb Impression	2nd Unitholder Signature / Thumb Impression	3rd Unitholder Signature / Thumb Impression
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2. TRANSACTION CHARGES FOR APPLICATIONS THROUGH DISTRIBUTORS ONLY (Refer Inst. 7 and please tick (✓) any one)

I confirm that I am a First time investor across Mutual Funds. (Rs. 150 deductible as Transaction Charge and payable to the Distributor) I confirm that I am an existing investor in Mutual Funds. (Rs. 100 deductible as Transaction Charge and payable to the Distributor)

If the total commitment of investment through SIP (i.e. amount per SIP installment x no. of installments) amounts to Rs. 10,000 or more and your Distributor has opted to receive transaction charges, the same are deductible as applicable from the installment amount and payable to the distributor. In such cases transaction charge will be recoverable in 3 - 4 installments. Units will be issued against the balance of the installment amount invested. 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.

3. APPLICATION DETAILS

Folio No.:	Application No.:
Name of Sole / 1st holder	PAN No. / PEKRN. M a n d a t o r y <input type="checkbox"/> KYC#
Name of 2nd holder	PAN No. / PEKRN. M a n d a t o r y <input type="checkbox"/> KYC#
Name of 3rd holder	PAN No. / PEKRN. M a n d a t o r y <input type="checkbox"/> KYC#
Date of Birth of Sole / 1st holder: D D / M M / Y Y Y Y	# Attach Acknowledgement Copy

4. SCHEME INVESTMENT DETAILS (Choose one plan and one option per plan; for default values refer SID)

Scheme	TATA RETIREMENT SAVINGS FUND	
Plan Name	Please tick the appropriate option (any one per plan)	
<input type="checkbox"/> Progressive Plan - Plan A <input type="checkbox"/> Progressive Plan - Direct Plan	<input type="checkbox"/> Auto Switch Option 1 (Progressive to Moderate @ age 45; Moderate to Conservative @ age 60), <input type="checkbox"/> Auto Switch Option 2 (Progressive to Conservative @ age 60) <input type="checkbox"/> No Auto Switch	
<input type="checkbox"/> Moderate Plan - Plan A <input type="checkbox"/> Moderate Plan - Direct Plan	<input type="checkbox"/> Auto Switch Option 3 (Moderate to Conservative @ age 60)	<input type="checkbox"/> No Auto Switch
<input type="checkbox"/> Conservative Plan - Plan A <input type="checkbox"/> Conservative Plan - Direct Plan	-----	

5. AUTO SWP FACILITY (Will be applicable after attaining 60 years) [Select any one only] (For more information refer SID)

<input type="checkbox"/> No Auto SWP	<input type="checkbox"/> Fixed SWP (Select Frequency) <input type="checkbox"/> Monthly or <input type="checkbox"/> Quarterly (Default)	<input type="checkbox"/> Fixed Amount (Frequency Monthly only) Rs. In Words _____
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6. FIRST SIP CHEQUE DETAILS

Cheque No.:	Cheque Amount in ₹	Cheque Date : D D M M Y Y Y Y
Bank Name _____	Branch: _____	City: _____

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. I/We hereby declare that the particulars given are correct & complete & express my willingness to make payments 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. For Micro SIP: I/We hereby declare that I/We do not have any existing Micro SIPs which together with the current application will result in aggregate investments exceeding ₹ 50,000/- in a rolling 12 months period or in a financial 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

ACKNOWLEDGEMENT SLIP (TO BE FILLED BY THE INVESTOR)

TATA MUTUAL FUND

ISC Stamp & Signature

Received from Mr./Mrs. _____

Scheme/Plan/Option _____

Subject to realization of funds and verification of mandatory information/document.

SIP AUTO DEBIT FACILITY : INSTRUCTIONS CUM TERMS & CONDITIONS

1. Please read the Statement of Additional Information (SAI) and Scheme Information Document (SID) of respective Scheme(s) carefully before investing. The investor should read and understand the Auto Switch Option and Auto-SWP option for the plan they wish to invest. The details of the same are available in the SID and the KIM and are also available on our website <http://www.tatamutualfund.com/our-funds/solution-based/retirement-solution/tata-retirement-savings-fund>. New investors who wish to enroll are required to fill the (i) Enrolment Form (ii) the respective Scheme Application Form (included in the Key Information Memorandum) along with / without the initial investment instrument.
2. The investor agrees to abide by the terms and conditions of ECS facility of Reserve Bank of India Direct Debit facility of Banks. Tata Mutual Fund (TMF) / TAML, its registrars and other service providers shall not be held responsible or will not be liable for any damages and will not compensate for any loss, damage etc. incurred to the investor. The investor assumes the entire risk of using this facility and takes full responsibility. Investor will not hold TMF / TAML, 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 Auto Debit / ECS / local holidays.
3. SIP Payment through Electronic Clearing System (ECS) facility will be available in the selected cities: This list is provided by Reserve Bank of India (RBI): Agra, Ahmedabad, Allahabad, Amritsar, Anand, Asansol, Aurangabad, Bangalore, Baroda, Bhavnagar, Belgaum, Bhillwara, Bhopal, Bhubaneswar, Bijapur, Bikaner, Burdwan, Calicut, Chandigarh, Chennai, Cochin, Coimbatore, Cuttack, Devenegere, Dhanbad, Dehradun, Durgapur, Erode, Gadag, Gangtok, Gorakhpur, Guwahati, Gulbarga, Gwalior, 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, Udipi, Varanasi, Vijayawada, Vizag. (Subject to revision in dates & location. The Bank account provided for ECS should participate in local / regional MICR clearing)
4. Direct Debit facility is offered only to the investors maintaining their bank accounts with ICICI Bank / Citibank NA / Bank of Baroda / Allahabad Bank / Punjab National Bank / Federal Bank / Union Bank of India / Bank of India / Kotak Mahindra Bank / Karnataka Bank / United Bank of India. List of banks for Standing Instructions are: State Bank of India, IDBI Bank, HDFC Bank and Axis Bank (Top Up facility not available). The above list is subject to change from time to time.
5. For Direct Investment please mention "Direct" in the Column "Name & Broker Code/ARN".
6. Employee Unique Identification Number (EUIIN): Further, SEBI has made it compulsory for every employee/ relationship manager/ sales person of the distributor of mutual fund products to quote the EUIIN obtained by him/ her from AMFI in the Application Form. EUIIN would assist in addressing any instance of mis-selling even if the employee/relationship manager/ sales person later leaves the employment of the distributor. Hence, if your investments are routed through a distributor please ensure that the EUIIN is correctly filled up in the Application Form.
However, if the transaction is executed without any interaction or advice of the employee/ relationship manager / sales person of the distributor the EUIIN box may be left blank. In this case you are required to provide a duly signed declaration to this effect in the form.
Overseas Distributors: Overseas Distributors are exempt from obtaining NISM certification and AMFI registration as per AMFI circular No. CIR/ ARN-14/12-13 dated July 13, 2012 and the EUIIN requirement as per AMFI Circular No.135/BP/33/2012-13 dated December 31, 2012. However, such Overseas Distributors are required to comply with the guidelines/ requirements as may be issued by AMFI /SEBI from time to time and also comply with the laws, rules and regulations of jurisdictions where they carry out their operations in the capacity of distributors
7. Transaction Charge: In accordance with SEBI circular No. Cir/ IMD/ DF/13/ 2011 dated August 22, 2011, TAML/TMF will deduct Transaction Charges from the purchase/ subscription amount received from the investors investing through a valid ARN Holder i.e. AMFI registered Distributor (provided the Distributor has opted to receive the Transaction Charges).
Transaction Charge of ₹ 150 (for a first time investor across mutual funds) or ₹ 100 (for investor other than first time mutual fund investor) per purchase / subscription of ₹ 10,000 and above is deductible from the purchase / subscription amount and payable to the Distributor. The balance amount shall be invested.
Transaction charges in case of investments through SIP: Transaction Charges in case of investments through SIP are deductible only if the total commitment of investment (i.e. amount per SIP installment x No. of installments) amounts to ₹ 10,000 or more. In such cases, Transaction Charges shall be deducted in 3-4 installments. Transaction Charges shall not be deducted:
 - a. where the Distributor of the investor has not opted to receive any Transaction Charges
 - b. for purchases / subscriptions / total commitment amount in case of SIP of an amount less than ₹ 10,000/-;
8. W.e.f 1st January 2011, KYC is mandatory for all investors including SIP investments. This is a **one-time KYC compliance process**, a copy of the KYC compliance letter is mandatory to be submitted while investing the amount for the first time. Existing investors need to comply and submit KYC during Renewal of SIP if not submitted earlier. Applications for subscriptions without a valid KYC compliance may be rejected. In the event of non compliance of KYC requirements, the Trustees/AMC reserves the right to freeze the folio of the investor(s) and effect mandatory redemption of unit holding's of the investors at the applicable NAV, subject to payment of exit load (as applicable) and recovery of unamortized NFO expenses. **KYC is required for Micro SIP as well.** Please refer to SAI for more details.
9. Micro SIPs - are Systematic Investment Plans (SIPs) up to Rs 50,000 exempt from Permanent Account Number (PAN) : In accordance with SEBI and guidelines issued by AMFI vide its circular no 35P/MEM-COR/4/09-10 dated 14 July 2009 in this regard, SIPs up to Rs 50,000/- per year per investor i.e. aggregate of investments in a rolling 12-months period or in a financial year i.e. April to March (hereinafter referred to as 'Micro SIP') are exempted from the requirement of PAN. This exemption shall be applicable only to investments by individuals (including NRIs but not PIOs), Minors and Sole proprietary firms including joint holders. HUFs and other categories of investors will not be eligible for this exemption. This exemption shall not be applicable to normal purchase transactions up to Rs 50,000/- which will continue to be subject to the PAN requirement. Any one of the following photo identification documents can be submitted along with Micro SIP applications as proof of identification in lieu of PAN: Voter Identity Card, Driving License, Government/Defense identification card, Passport , Photo Ration Card, Photo Debit Card, Employee ID cards issued by companies registered with Registrar of Companies , Photo Identification issued by bank managers of scheduled commercial banks/gazette officer/elected representatives to the Legislative Assembly/Parliament, ID card issued to employees of scheduled commercial/state/district cooperative Banks, Senior Citizen/Freedom Fighter ID card issued by government, Cards issued by universities/deemed universities or institutes under statutes like ICAI, ICWA, ICSI, Permanent Retirement Account No (PRAN) card issued to New Pension System (NPS) subscribers by CRA (NSDL), Any other photo ID card issued by central government/state governments /municipal authorities/ government organizations like ESIC/EPFO. The photo identification document has to be current and valid and also to be either self-attested or attested by the ARN holder (AMFI Registered Distributor). In case the first Micro SIP installment is processed (as the cheque may be banked), and the application is found to be defective, the Micro SIP registration will be ceased for future installments. No refunds shall be made by the AMC for the units already allotted and a communication to this effect will be sent to the investors. However, investors shall be allowed to redeem their investments.
10. With effect from November 15, 2010 TMF will not accept applications for subscriptions accompanied with third party payment instruments except in exceptional situations. Third Party Payment is defined as:
 - a. Payment made through an instrument issued from an account other than that of the beneficiary investor.
 - b. In case of payments from a joint bank account, the 1st holder of the mutual fund folio has to be one of the joint holders of the Bank Account from which payment is made.
 - c. Investments from the investor's account with a different bank i.e., the pay-in & payout banks are different, if the pay-in bank mandate could not be established to be that of the investor, it will also be treated as third party investment.
 - d. The exceptional situations where the same will not be applicable are as follows:
 - i. Payment by Parents/Grandparents/related persons on behalf of a minor in consideration of natural love and affection or as gift for a value not exceeding ₹50,000/- (each regular purchase or per SIP installment);
 - ii. Payment by employer on behalf of employee under Systematic Investment Plan (SIP) facility through payroll deductions;
 - iii. Custodian on behalf of an FII or a Client

In case of the exceptional situation as above, following would be mandatory requirements:

 - i. KYC for investor and the person making the payment.
 - ii. Declaration from investor and person making payment (Person making payments declaration should carry the relationship with investor and the details of Bank Account from which funds are being received.)
 - iii. Proof for Source of funds being from the Drawers account only

11. Investors are required to submit following documents atleast **30** days before the first SIP Installment date for Auto Debit & ECS Clearing. In case this criterion is not met the SIP would start a month later on the SIP date as specified by the investor.
12. The provisions mentioned in the respective SID regarding Applicable NAV, Risk Factors, Load etc. shall be applicable. The provision for "Minimum Application Amount" as specified in the respective SID will not be applicable for SIP Investments.
13. **Demat Account**
Investors have an option to hold the units in dematerialized form for all schemes except for the funds where the units are offered under the Daily / Weekly/ Fortnightly Dividend Options. The units will be allotted in demat form based on the applicable NAV as per the terms of the respective SID and will be credited to the Investors' demat account on weekly basis on realization of funds. For e.g. Units will be credited to Investor's Demat Account every Monday on the basis of realization status received during the last week (Monday to Friday). Investors must ensure that the sequence of names as mentioned in the application form matches that of the account held with the Depository Participant. Client ID, Names, Address and PAN details, other KYC norms mentioned in the application form will be verified against the Depository data which will be downloaded from Depository master. Only those applications where the details are matched with the depository data, will be treated as valid applications for allotment of units in dematerialised form. If the details mentioned in the application are incomplete / incorrect, not matched with the depository data, the application shall be treated as invalid and shall be liable to be rejected / units will be issued / allotted by issuing physical account statements. To capture correct depository account details, investors are required to submit Client Master. For units held in demat form, the KYC performed by the Depository Participant of the applicants will be considered as KYC verification done by the Trustee/AMC.
- Please note that where the investor has furnished the details of their depository accounts in the Application Form, it will be assumed that the investor has opted for allotment in electronic form & the allotment will be made only in electronic form as default.
14. Minimum application amount for Monthly SIP Option – 12 installments of ₹ 500/- each or 6 installments of ₹ 1,000/- each and in multiples of Re. 1 thereafter. For Quarterly SIP option – 4 installments of ₹ 1,500/- each and in multiples of Re. 1 thereafter. (Tata Tax Saving Fund – SIP should be in multiples of ₹ 500/-). For MICRO SIP maximum SIP amount can be ₹ 4000/- Per Month or ₹ 12000/- Per Quarter across all his folios.
15. In accordance with the requirements specified by the SEBI circular no. SEBI/IMD/CIR No.4/168230/09 dated June 30, 2009 no entry load will be charged with effect from August 1, 2009. Exit Load as applicable in the respective Scheme at the time of enrolment of SIP will be applicable.
16. Allotment of units would be subject to realization of credit.
17. If the date on the cheque/draft/ECS/Auto Debit Transactions is a non-business day for the scheme, then the units shall be allotted on the next Business Day.
18. An investor can opt for Monthly or Quarterly frequency. An investor shall have the option of choosing for one or more than one SIP in the same scheme and in the same month. To register multiple SIPs in the same scheme /same month, please submit separate SIP enrollment form cum SIP Auto Debit facility/ECS Mandate form
19. "Perpetual SIP" will be the default option in a case end date for enrolment period is not provided. In case an investor, who has opted for Perpetual SIP, subsequently intends to discontinue the same, a written communication thereof will be required to be furnished. In case the SIP end date is not mentioned while submitting the application, the SIP mandate will be construed to be perpetual, till instruction to the contrary is received from the investor.
20. Instructions for Any day SIP:
- In case of ambiguity of SIP date, the default date will be considered as 10th of every month/quarter.
 - 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: In the event of SI being maintained for 29th, 30th and 31st and if the month ends before the SI maintained date, the debit will happen on the last day of the month.
 - In the event of SI being maintained with Axis bank for the above dates, 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.
 - If the date of debit to 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.
21. In case there are three consecutive SIP transaction reversals, the subsequent SIP installments will be automatically ceased.
22. Top-up SIP is a facility whereby an investor has an option to increase the amount of the SIP Installment by a fixed amount at pre-defined intervals. This will enhance the flexibility of the investor to invest higher amounts during the tenure of the SIP Terms and conditions of top-up SIP are as follows:
- The Top-up option must be specified by the investors while enrolling for the SIP facility.
 - The minimum SIP Top-up amount is ₹500 and in multiples of ₹500.
 - The Top-up details cannot be modified once enrolled. In order to make any changes, the investor must cancel the existing SIP and enroll for a fresh SIP with Top-up option.
 - In case of Monthly SIP, Half-yearly as well as Yearly frequency are available under SIP Top-up. If the investor does not specify the frequency, the default frequency for Top-up will be considered as Yearly.
 - In case of Quarterly SIP, only the Yearly frequency is available under SIP Top-up.
 - Top-up SIP will be allowed in all schemes in which SIP facility is being offered.
 - Investors can opt for an upper limit for the SIP with top up facility. The investment SIP 16 up will be discontinued once the SIP upper limit is reached. However the SIP will continue till the entire enrollment period as opted by the investor.
e.g. SIP enrollment period: 1 July 2014 to 1 Dec 2020;
Monthly SIP amount : ₹ 2000
Top Up Amount: ₹ 500;
Top Up frequency: Half yearly.
- | From date | To date | Monthly SIP Installment (₹) | SIP Top Up Amount (₹) | Total Amount of SIP(₹) |
|-----------|----------|-----------------------------|-----------------------|------------------------|
| 1-July-14 | 1-Dec-14 | 2000 | NA | 2000 |
| 1-Jan-15 | 1-Jun-15 | 2000 | 500 | 2500 |
| 1-Jul-15 | 1-Dec-15 | 2500 | 500 | 3000 |
| 1-Jan-16 | 1-Dec-20 | 3000 | - | 3000 |
- viii. For Axis Bank, the top up facility is currently available in ECS locations only.
23. Procedure for continuation / Renewal of an Ongoing SIP (Existing Investors):
- Submit SIP enrollment form cum SIP Auto Debit facility/ECS Mandate form duly signed by the bank account holder(s), indicating the existing Folio no. & investment details in the SIP form
 - An Original Cancelled copy of the cheque of the same bank account registered in the SIP Auto debit form.
 - In case an investor is not able to submit the Original cancelled cheque or do not have the name of the investor on the face of the cheque. Then the investor needs to submit:
 - Copy of the bank passbook attested by bank / Original bank statement with name, address and bank account number of the investor.
 - A letter from the bank on its letter head certifying that the investor maintains an account with the bank, along with the information like the bank account number, bank branch, account type, the MICR code of the branch and the IFSC code.
 - Get the bankers attestation in the face of the form in the section BANKER'S Attestation (For BANK Use only)
 - Attested Pan Card copy and KYC if not submitted earlier.
24. Procedure for Cancellation of Existing SIP: Investor needs to submit a letter from the investor OR the prescribed SIP Discontinuity form, duly completed and signed by all the unit holders. This request should be received to us at least 15 days prior to the next due date of SIP.
25. If application form and cheque is submitted with the bank details of the city where TAML does not provide auto debit facility, the first cheque may get processed. However, future debits may not happen and SIP instructions may get rejected.
26. In case of rejection of SIP form for any reason whatsoever, the proceeds of the first cheque will not be refunded. Investors will have to redeem the units allotted through first cheque at applicable NAV.
27. TAML reserves the right to reject any application without assigning any reason thereof. TAML in consultation with Trustees reserves the right to withdraw these offerings, modify the procedure, frequency, dates, load structure in accordance with the SEBI Regulations and any such change will be applicable only to units transacted pursuant to such change on a prospective basis.