

Name of the Mutual Fund : **Tata Mutual Fund**  
Name of the AMC : **Tata Asset Management Ltd.**



## KEY INFORMATION MEMORANDUM

# **TATA** **FIXED HORIZON FUND** **Series 14 Scheme B** (A CLOSE ENDED DEBT FUND)

New Fund Offer of Tata Fixed Horizon Fund Series 14 Scheme B (371 Days Maturity) of face value of Rs. 10/- each with conditional exit loads during the New Fund Offer Period.

<b>NEW FUND OFFER FOR SCHEME B OPENS ON</b>	<b>03rd Sep, 2007</b>
<b>NEW FUND OFFER FOR SCHEME B CLOSES ON</b>	<b>03rd Sep, 2007</b>
<b>FUND RE-OPENS FOR REDEMPTION NOT LATER THAN</b>	<b>28th Sep, 2007</b>

This Key Information Memorandum (KIM) sets forth the information, which a prospective investor ought to know before investing. For further details of the Scheme/Mutual Fund, due diligence certificate by the AMC, Key Personnel, investors' rights & services, risk factors, penalties and pending litigations, associate transactions etc. investors should, before investment, refer to the Offer Document available free of cost at any of the Investor Service Centres or distributors or from the website [www.tatamutualfund.com](http://www.tatamutualfund.com).

The Scheme particulars have been prepared in accordance with Securities and Exchange Board of India (Mutual Funds) Regulations 1996, as amended till date, and filed with Securities and Exchange Board of India (SEBI). The units being offered for public subscription have not been approved or disapproved by SEBI, nor has SEBI certified the accuracy or adequacy of this KIM.

<b>Investment Objective</b> investing in wide range of debt	The investment objective of the scheme is to generate income and / or capital appreciation by and Money Market instruments.		
<b>Asset Allocation</b>	<b>Proportion** % of funds available</b>		
<b>Pattern of the scheme</b>	<b>Types of Instruments</b>	<b>Likely Around</b>	<b>Risk profile</b>
	Debt and Money Market instruments & Securitised Debt	100%	Low to Medium
	<p>**At the time of Investment No investments would be made in foreign securitised debt. The scheme may invest upto a maximum of 50% of the scheme's net assets in domestic securitised debt. If permitted by SEBI under extant regulations / guidelines, not more than 25% of the net assets of the scheme shall be deployed in securities lending. The Scheme would limit its exposure, with regards to securities lending., for a single intermediary, to the extent of 5% of the total net assets of the scheme at the time of lending. The scheme net assets will have a maximum derivative net position of 50% of the net assets of the scheme. Investment in derivative instruments may be done for hedging and Portfolio balancing. Pending deployment of funds of a scheme in securities in terms of investment objectives of the scheme a mutual fund can invest the funds of the scheme in short term deposits of scheduled commercial banks, as per SEBI (Mutual Fund) Regulations 1996.</p>		
<b>Risk Profile of the Scheme</b>	Mutual Fund investments are subject to market risks. Please read the offer document carefully for details on risk factors before investment.		
<b>Plans and Options</b>	Scheme B - 371 Days maturity Duration: 371 Days from the date of allotment.	Regular & Institutional Plan - Growth Option & Dividend Option. Dividend Option has Periodic & Monthly Option with Dividend Payout and Reinvestment facility.	
	<p><b>Roll Over Facility</b> At the time of maturity, if it is perceived that the market outlook for the similar securities/instruments is positive and investment in the similar kind of instruments would likely to fetch better returns for the investors, then in the interest of the Investor, the Trustees may decide to roll-over the Plan under the scheme. This would be based on demand/request of the investors for the same. All other material details of the plan including the likely composition of assets immediately before the roll over, the net assets and net asset value of the scheme, will be disclosed to the unitholders and a copy of the same filed with the SEBI. Such rollover will always be permitted only in case of those unitholders who express their consent in writing.</p>		
<b>Cut off Timing for Purchases during NFO</b>	Being closed ended scheme, Units can be purchased during New Fund Offer Period Only. In respect of valid applications received upto closing business hours of the last day of New Fund Offer Period by the Mutual Fund along with a local Cheque or a demand draft payable at par at the place where the application is received, the units will be issued. No applications will be accepted after the cut-off time by the Mutual Fund. Outstation cheques will not be accepted.		
<b>Applicable NAV (after the scheme opens for repurchase)</b>	The relevant NAV for Repurchase, Switchout will be the closing NAV of the business day of receipt of the Repurchase / Switchout request provided. The date of receipt of a request for Repurchase, Switchout will be the actual business day of the Mail receipt at any of the Authorised Investor Service Centres stated in this offering circular and / or in-person request if received upto 3.00 pm on any business day. In respect of valid Repurchase Request received after 3.00 pm, closing NAV of the next business day shall be applicable. If maturity of the scheme falls on a holiday or any non business day the immediate next business day will be considered as a date of maturity.		
<b>Minimum Application Amount / Number of Units</b>	<b>Purchase</b> Regular Plan - Rs.10,000/- & in multiples of Re.1/- thereafter. Institutional Plan - Rs.1,00,00,000/- & in multiples of Re.1/- thereafter. There is no maximum limit.	<b>Additional Purchase</b> As the fund is close ended there will be no additional purchase	<b>Repurchase</b> Redemption request can be made in amounts with a minimum of Rs. 1000 or 100 units, or in multiples of Re.1/- or for all units.
<b>Despatch of Redemption cheque</b>	Within 10 working days of the receipt of the redemption request at the authorized centre of the Tata Mutual Fund.		
<b>Benchmark Index</b>	Crisil Liquid Fund Index		
<b>Dividend Policy</b>	<p>In case of Growth Option the income / profits received / earned would be accumulated by the Fund as capital accretion, aimed at achieving medium to long term and also short term capital growth as reflected in the NAV. In case of a Dividend Option the profits received / earned and so retained and reinvested may be distributed as Income at appropriate rates (after providing for all relevant ongoing expenses, etc.) and at appropriate intervals as may be decided by the AMC and/or Trustee Company will be distributed to the unitholders who hold the units on the record date of declaration of the Income. The Trustee Company reserves the right to change the frequency for income distribution at its discretion. Guided by the philosophy of value-oriented returns, the intent being to protect the Net Asset Value of the Scheme and Unitholders' interests. Periodic Dividend - Atleast once during the tenure of the scheme at discretion of the trustees from time to time. Monthly Dividend - Once a month subject to availability of distributable surplus. Dividend Reinvestment Option: Unitholders under this Option also have the facility of reinvestment of the income so declared, if so desired. Income Distribution Warrants will not be despatched to such Unitholders. The income declared would be reinvested in the Scheme on the immediately following ex-dividend date.</p>		
<b>Name of the Fund Manager</b>	Murthy Nagarajan		
<b>Name of the Trustee Company</b>	Tata Trustee Co. Pvt. Ltd.		



at source under the provisions of Section 196(iv), of the Act.

However, as per the taxation laws in force, read with Chapter VII of the Finance (No. 2) Act, 2004 pertaining to Dividend Distribution Tax, it is provided that on income distribution, if any, made by the Fund, on or after 1 April, 2004, to its Unitholders, being Individuals and Hindu Undivided Family, income-tax will be payable under Section 115R of the Act, at the rate of 14.1625 % (inclusive of surcharge and additional surcharges called Education Cess and Secondary and Higher Education Cess on income-tax), and to other Unitholders at the rate of 22.66% (inclusive of surcharge and additional surcharges called Education Cess and Secondary and Higher Education Cess on income-tax), except, inter alia, in the case of equity-oriented funds (including close ended equity funds)(i.e. such fund where the investible funds are invested by way of equity shares in domestic companies to the extent of more than 65% of the total proceeds of such Fund), where no such tax will be payable. In case of Liquid Funds and Money Market Funds, the rate of Dividend Distribution Tax is 28.325% (inclusive of surcharge and additional surcharges called Education Cess and Secondary and Higher Education Cess on income-tax).

## **ii. TAX BENEFITS TO THE UNITHOLDERS**

### **Income Tax**

#### **All Unitholders**

Income distributed on units of a mutual fund is exempt from income-tax in the hands of the unitholders under Section 10(35) of the Act.

#### **Tax Deduction at Source**

#### **All Unitholders**

In view of the exemption of income in the hands of the unitholders, no income tax is deductible at source, on income distribution by the Mutual Fund, under the provisions of Sections 194K and 196A of the Act.

## **iii. Capital Gains Tax**

### **All Unitholders**

Under Section 10(38) of the Act, capital gains arising on transfer of a long-term capital asset held for a period of more than twelve months, inter alia, being a unit of an equity-oriented fund (as defined therein) is provided such transaction has been chargeable to Securities Transaction Tax under Chapter VII of the Finance (No. 2) Act, 2004 pertaining to Securities Transaction Tax (STT). The Finance Act, 2006 has with effect from 1st June, 2006 increased the STT rates from 0.20% to 0.25% on sale of units to the mutual fund and from 0.10% to 0.125% for delivery-based sale through stock exchange.

Under Section 54EC of the Act and subject to the conditions specified therein, taxable capital gains, arising on transfer of a long-term capital asset, shall not be chargeable to tax to the extent such capital gains are invested in certain notified bonds within six months from the date of transfer subject to an upper limit of Rs. 50 lakhs per year per tax payer. No deduction from the amount of income with reference to such investment shall be allowed under section 80C after the 1st day of April 2005.

Under Section 54F of the Act and subject to the conditions specified therein, in the case of an individual or a HUF, capital gains (subject to the exemption of long-term capital gains provided for in section 10(38) of the Act, discussed elsewhere in this Statement) arising on transfer of a long term capital asset (not being a residential house) are not chargeable to tax if the entire net consideration received on such transfer is invested within the prescribed period in a residential house. If part of such net consideration is invested within the prescribed period in a residential house, then such gains would not be chargeable to tax on a proportionate basis. For this purpose, net consideration means full value of the consideration received or accruing as a result of the transfer of the capital asset as reduced by any expenditure incurred wholly and exclusively in connection with such transfer.

The following amounts would be deductible from the full value of consideration, to arrive at the amount of capital gains:

- cost of acquisition of Units (excluding the Securities Transaction Tax, if any paid on acquisition) as adjusted by Cost Inflation Index notified by the Central Government in case of long term capital gain, and
- expenditure incurred wholly and exclusively in connection with such transfer.

Under the provisions of Section 94(7) of the Act, loss arising on acquisition/sale/transfer of Units, which are acquired within three months prior to the record date (i.e. the date fixed by the Mutual Fund for the purposes of entitlement of the Unitholders to receive the income) and sold/transferred within nine months after the record date, shall be ignored for the purpose of computing income chargeable to tax to the extent of exempt income received or receivable on such Units.

Under the provisions of Section 94(8) of the Act, when units are bought within a period of 3 months prior to the record date for allotment of additional units and additional units are allotted without any payment and where the original units are sold within nine months after the record date, while the additional units (whether all or some of them) are continued to be held by the unitholder, the loss, if any, arising on sale of such units bought shall be ignored for the purpose of computing income chargeable to tax and such loss shall be treated as the cost of acquisition of the additional units.

### **Foreign Institutional Investors**

Long-term capital gains on sale of Units, other than units of an equity oriented fund referred to above, would be taxed at the rate of 20% under Section 115AD of the Act. Such gains would be calculated without indexation of cost of acquisition.

Short-term capital gains on sale of units of an equity-oriented fund would be taxable under Section 111A of the Act at the rate of 10% if the sale of such units is chargeable to Securities Transaction Tax. Other short-term capital gains would be taxed at the rate of 30% (subject to the concessional rate of tax provided for in Section 111A of the Act, discussed elsewhere in this Statement).

The above tax rates would be increased by applicable surcharge, in case of, non-corporate Unitholders, at the rate of 10% thereof, where their income exceeds Rs.10,00,000/- and at the rate of 10% thereof in case of all corporate Unitholders where the income exceeds Rs. 1 crore. In all cases, additional surcharge called Education Cess at 2% and Secondary and Higher Education Cess at 1% , will be levied on the aggregate of tax and applicable surcharge, so calculated. In respect of long term capital gains on sale/redemption of units of any equity oriented mutual fund would be tax free in the hands of the NRI investor and therefore, the question of deducting any tax at source does not arise. In any case, even the table of rates specifically excludes long term capital gains exempt under section 10(38). Therefore, TAML or the Mutual Fund, as the case may be, need not deduct any tax at source while remitting money to any NRI at the time of redemption of units of any equity oriented mutual fund if the same are held by the NRI for more than 12 months i.e if they are long term capital assets in the hands of the NRI. In respect of the capital gains arising to an NRI from the sale of units of non equity oriented funds (such as debt funds), the position has not changed as compared to the position prevailing before 1st October, 2004. Therefore, the short term capital gains arising from such units would continue to be taxed at par with normal income of the NRI. In such cases, therefore, the Mutual Fund or the AMC would have to deduct tax at source @ 30% (plus surcharge, education cess and Secondary and Higher Education Cess). Similarly, long term capital gains arising from such units would also continue to be taxed @ 20% and therefore, the rate at which tax is to be deducted at source from such capital gains would also be 20% (plus surcharge Education Cess and Secondary and Higher Education Cess).

### **Other Unitholders**

Long-term capital gains in respect of Units, other than units of an equity oriented fund referred to above, held for a period of more than twelve months, will be chargeable under Section 112 of the Act, at concessional rate of tax, at the rate of 20%, as increased by the applicable surcharge. An additional surcharge called Education Cess at the rate of 2% and Secondary and Higher Education Cess at the rate of 1%, on the aggregate of tax and surcharge are to be levied. In case of resident Individuals and Hindu Undivided Families, where taxable income, as reduced by long-term capital gains, is below the basic exemption limit, the long-term capital gains will be reduced to the extent of the shortfall and only the balance long term capital gains will be subjected to the flat rate of income tax (plus applicable surcharge and education cess). However, where the tax payable on such long-term capital gains, computed before indexation, exceeds 10%, as increased by the applicable surcharge and additional surcharges, being Education Cess and Secondary and Higher Education Cess, as provided by the Finance Act, of the amount of capital gains, such excess tax shall not be payable by the unitholder. Short-term capital gains in respect of all Units, held for a period of not more than twelve months, will be aggregated with other income and taxed at rates of tax, including surcharge, applicable to normal income. However Section 111A, provides that such gains, in respect of equity oriented fund, will be taxable only at 10% as increased by the applicable surcharges if the sale of unit has been chargeable to the Securities Transaction Tax.

### **Tax Deduction at Source**

#### **Domestic Unitholders**

No income tax is deductible at source from income by way of capital gains under the present provisions of the Act. However, the provisions of section 195 of the Act may apply to non-residents (other than Foreign Institutional Investors and long-term capital gains exempt under section 10(38) of the Act).

#### **Foreign Institutional Investors**

Under Section 196D of the Act, no deduction shall be made from any income by way of capital gains, in respect of transfer of securities referred to in Section 115AD of the Act.

#### **Other Non-resident Unitholders**

Part II of the First Schedule to the Act, provides for deduction of tax at source from taxable capital gains at the rate of 20%, where they relate to long-term capital gains unless a lower withholding tax certificate is obtained from the tax authorities, and at the marginal rates, viz. at 30% in case of non-corporate Unitholders unless a lower withholding tax certificate is obtained from the tax authorities, and at the rate of 40% unless a lower withholding tax certificate is obtained from the tax authorities, in case of foreign corporate Unitholders, in case of short-term capital gains. Surcharge on income-tax will be levied at the rate of 10%, on such tax, in respect of non-corporate Unitholders, where their income exceed Rs.10,00,000/- and at the rate of 10% thereof in case of those corporate Unitholders where their income exceeds Rs. 1,00,00,000. An additional surcharge called the Education Cess at the rate of 2% and Secondary and Higher Education Cess at the rate of 1% are also to be levied under the Finance Act in all cases on the aggregate of tax and surcharge, so calculated.

#### **Rebate under section 88E**

Section 88E provides that where the total income of a person includes income chargeable under the head "Profits and gains of business or profession" arising from sale of units of equity oriented funds, he shall get rebate equal to the securities transaction tax paid by him in the course of his business. Such rebate is to be allowed from the amount of income tax in respect of such transactions calculated by applying

average rate of income tax.

### **Securities Transaction Tax**

#### **All Unit holders**

As per Chapter VII of the Finance (No. 2) Act, 2004 (as amended from time to time) pertaining to STT as amended by the Finance Act, 2005, STT shall be payable by the seller at the rate of 0.25 per cent on the sale of a unit of an equity-oriented fund to the mutual fund.

#### **Other Benefit**

Investments in Units of the Mutual Fund will rank as an eligible form of investment under Section 11(5) of the Act read with Rule 17C of the Income Tax Rules, 1962, for Religious and Charitable Trusts.

#### **Tax Treaty Benefits**

An investor has an option to be governed by the provisions of the Act or the provisions of a Tax Treaty that India has entered into with another country of which the investor is a tax resident, whichever is more beneficial.

#### **Wealth Tax**

Units held under the Schemes of the Fund are not treated as assets as defined under Section 2(ea) of the Wealth Tax Act, 1957 and therefore would not be liable to wealth tax.

#### **Gift Tax**

The Gift-tax Act, 1958, has ceased to apply to gifts made on or after 1 October 1998. Gifts of Units, purchased under the Schemes, would therefore, be exempt from gift-tax.

Daily Net Asset Value (NAV) The NAV will be declared on all business days & will be published in 2 newspapers. NAV Publication can also be viewed on [www.tatamutualfund.com](http://www.tatamutualfund.com) and [www.amfiindia.com](http://www.amfiindia.com) [You can also Call us at: (022) 66315191 / 92 / 93]

### **For Investor Grievances:**

#### **Name and Address of Registrar:**

#### **Please Contact:**

#### **Karvy Computershare Private Limited,**

Karvy Registry House, H. No. 8-2-596, Avenue - 4, Street No. 1, Banjara Hills, Hyderabad - 500 034. Tel.: (9140) 23312454 /23320751 / 52. Fax: (9140) 23311968. E-mail: [customer@karvy.com](mailto:customer@karvy.com)

#### **Investment Manager:**

Tata Asset Management Ltd. Fort House, 221, Dr. D. N. Road, Fort, Mumbai – 400001. Tel: (022) 66315191 / 92 / 93, Fax: (022) 66315194. Email: [kiran@tataamc.com](mailto:kiran@tataamc.com)

### **Unitholders' Information**

Accounts statement (on each transaction) and Annual financial results shall be provided to investors by post. The fund will publish its unaudited financial results in the prescribed format as per SEBI Circular MFD/CIR/1/200/2001 dated April 20, 2001 and scheme portfolio in the prescribed format as per SEBI Circular MFD/CIR/9/120/2000 dated November 24, 2000 in one national English daily newspaper and in a newspaper in the language of the region where the HO of the fund is situated.

**Date:** 30/08/2007



Key Information Memorandum & Application Form

Sr. No. :

# TATA FIXED HORIZON FUND SERIES 14 - SCHEME B

(An close ended debt scheme)

Existing Folio No. (if any):

**OFFER OF UNITS TO RESIDENTS AND NON RESIDENTS AT FACE VALUE OF RS. 10 EACH WITH CONDITIONAL EXIT LOADS DURING THE NEW FUND OFFER PERIOD.**

Refer complete scheme details/instructions while filling in application form in English BLOCK LETTERS. Tick ( / ) whichever is applicable. Strike out what is not required.

BROKER/AGENT CODE	SUB-BROKER CODE

CHOOSE THE OPTION FOR MAKING INVESTMENTS			MODE OF HOLDING	
<input type="checkbox"/> Regular Plan	<input type="checkbox"/> Growth <input type="checkbox"/> Dividend	<input type="checkbox"/> Periodic Div. <input type="checkbox"/> Div. Payout <input type="checkbox"/> Div. Reinvestment	<input type="checkbox"/> Single	<input type="checkbox"/> Anyone or Survivor
<input type="checkbox"/> Institutional Plan	<input type="checkbox"/> Monthly Div. <input type="checkbox"/> Div. Payout <input type="checkbox"/> Div. Reinvestment	<input type="checkbox"/> Joint	<b>Default Option: Joint</b>	
<i>Default Option : Periodic Dividend Reinvestment</i>				

UNITHOLDER INFORMATION																	
a. Name of First Applicant		Please mention your name as it appears in your Bank Account						Date of Birth		D	D	M	M	Y	Y	Y	Y
contact person (in case of company)																	
PAN (Refer Instruction - D)		<input type="checkbox"/> Copy of PAN Card <input type="checkbox"/> Form 49A Acknowledgement Copy <input type="checkbox"/> Form 60/61 Status: <input type="checkbox"/> RI <input type="checkbox"/> NRI															
Name of Second Applicant																	
PAN (Refer Instruction - D)		<input type="checkbox"/> Copy of PAN Card <input type="checkbox"/> Form 49A Acknowledgement Copy <input type="checkbox"/> Form 60/61 Status: <input type="checkbox"/> RI <input type="checkbox"/> NRI															
Name of Third Applicant																	
PAN (Refer Instruction - D)		<input type="checkbox"/> Copy of PAN Card <input type="checkbox"/> Form 49A Acknowledgement Copy <input type="checkbox"/> Form 60/61 Status: <input type="checkbox"/> RI <input type="checkbox"/> NRI															
Father/Husband's Name (First Applicant)																	
Name of Guardian (In case of minor)																	
PAN (Refer Instruction - D)		<input type="checkbox"/> Copy of PAN Card <input type="checkbox"/> Form 49A Acknowledgement Copy <input type="checkbox"/> Form 60/61 Status: <input type="checkbox"/> RI <input type="checkbox"/> NRI															
b. Mailing Address																	
City								Pin Code									
State		Country				E-mail **											
		* I/ We Wish to Receive Account Statement / Annual Report / Other communication through Email in lieu of the physical copy of the same Yes <input type="checkbox"/> No <input type="checkbox"/>															
c. Contact Particulars		Telephone : Office				-		Fax		-							
		Residence				-		Mobile No.									
d. Are you applying as		<input type="checkbox"/> Resident Individual		<input type="checkbox"/> NRI/NRO		<input type="checkbox"/> NRI/NRE		<input type="checkbox"/> AOP		<input type="checkbox"/> FII		<input type="checkbox"/> Body Corporate					
		<input type="checkbox"/> Trust		<input type="checkbox"/> Partnership		<input type="checkbox"/> Public Ltd. Co.		<input type="checkbox"/> On behalf of Minor		<input type="checkbox"/> HUF		<input type="checkbox"/> FOF					
		<input type="checkbox"/> Proprietorship		<input type="checkbox"/> BOI		<input type="checkbox"/> Pvt. Ltd. Co.		<input type="checkbox"/> Societies		<input type="checkbox"/> PIO		Others _____					
e. If you are an NRI/FII, the RBI requires us to obtain an overseas address. Please mention it here.		I/We confirm that I am/We are non residents of Indian nationality / origin and that I/We have remitted funds from abroad through approved banking channels or from funds in my/our NRE/FCNR account.															
f. Occupation <input type="checkbox"/> Agriculture <input type="checkbox"/> Business <input type="checkbox"/> Service <input type="checkbox"/> Professional <input type="checkbox"/> Housewife <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Other _____																	
		* I/ We Wish to receive Account Statement / Annual Report / Other communication through Email in lieu of the physical copy of the same <input type="checkbox"/> Yes <input type="checkbox"/> No															

### ACKNOWLEDGEMENT SLIP

### TATA FIXED HORIZON FUND SERIES 14 SCHEME B



Fort House, 221, D.N. Road, Fort, Mumbai - 400 001

Sr. No. :

Received from Mr. / Ms ..... an application for purchase of units of Tata Fixed Horizon Fund Series 14 Scheme B (Gross investment amount) Rs. .... (Rupees in words ..... ) Cheque/Demand Draft No. .... dated.....drawn on .....Bank..... Branch for Rs. ....(Cheques/Drafts are subject to realisation)

**Acknowledgement Stamp**

All communication should be addressed to **Karvy Computershare Private Limited, Karvy Registry House, H. No. 8-2-596, Avenue 4, Street No. 1, Banjara Hills, Hyderabad - 500 034** by quoting First applicant name, application Sr. No., Name of the scheme code. **Business Hours of Registrar: upto 3.00 p.m. on all business days.** **Current Load structure is enclosed**



## INSTRUCTIONS

Please read the terms of Offering Circular before filling the application. It must be understood clearly that all Applicants are deemed to have accepted the terms subject to which this offer is being made and bind themselves to the terms upon signing the Application Form and tendering payment.

**(A) MINIMUM APPLICATION AMOUNT SHOULD BE:** Regular Plan - Rs.10,000/- and in multiples of Re.1/- thereafter. Institutional Plan - Rs.1,00,00,000/- and in multiples of Re.1/- thereafter.

**(B) PAYMENT PROCEDURE**

1. Payment may be made by MICR cheque/DD drawn on/made payable at all those places where the **Investor Service Centres** are located. **THE CHEQUE/DD MUST BE DRAWN IN FAVOUR OF TATA FIXED HORIZON FUND - SERIES 14 AND CROSSED "ACCOUNT PAYEE & NOT NEGOTIABLE"**.

**In the case of transfer instructions for the following Banks the same should be made favouring as follows:**

Bank Name	In Favour of
HSBC Bank	TMF Collection Pool Karvy A/c.
UTI Bank	Tata Trustee Co Pvt Ltd A/c. TMF
CITIBANK	TMF Collection Pool Karvy A/c
Abn Amro Bank	Tata Trustee Co Pvt Ltd A/c. TMF
Standard Chartered Bank	Tata Fixed Horizon Fund - Long Term - COLLECTION A/c.
Deutsche Bank	Tata Trustee Co. Pvt. Ltd. - TMF Coll Karvy
IDBI Bank	Tata Trustee Co Pvt Ltd A/c. TMF
Kotak Mahindra Bank	TMF Collection Karvy A/c
HDFC Bank Ltd.	Tata Fixed Horizon Fund - Long Term
ICICI Bank Ltd.	Tata Fixed Horizon Fund Long Term

2. **Application forms duly completed in all respects may be submitted at:**

**Only at AMC Offices and Other Centers.**

The complete list of AMC Offices / Other Centres is mentioned at the back page of the Memorandum.

3. Applicants may mail their applications alongwith a MICR cheque/demand draft payable at Hyderabad, (after deducting bank charges/commission from the amount of investment) by registered post (superscribing the envelopes as **"Tata Mutual Fund - Application Form"**) to **Karvy Computershare Private Limited, Karvy Registry House, H. No. 8-2-596, Avenue 4, Street No. 1, Banjara Hills, Hyderabad - 500 034.** Tata Mutual Fund, Registrars and/or Bankers to the offer shall not be liable for any postal delays or loss in transit.

4. The applicants are requested to note the following points before submitting the applications to any of the collection centres.

- i) Stockinvests, Post Dated Cheques, Money Orders and Postal Orders will not be accepted and such applications will not be considered for allotment.
- ii) Cheques once returned in clearing will not be re-presented and the accompanying applications may not be considered for allotment.

5. Applications which are incomplete are liable to be rejected and the Trustee Company of Tata Mutual Fund shall not be responsible for any consequences thereof.

6. Where an application is rejected in full or in part, application money will accordingly be refunded to the applicant. No interest

will be paid on the amount so refunded. Letters of regret together with Refund Cheques/Orders if any, will be despatched by post. Refund will be made by cheques or pay order drawn on the Bankers of Tata Mutual Fund.

7. The right to accept or reject any application in whole or in part lies with the Trustee Company.

**(C) APPLICATION DETAILS**

1. Please write the Applicant's Name & Application Serial Number on the reverse of the Cheque/Demand Draft.

2. **Please mention the Pin Code Number in the Address column.**

3. All communication and/or payments will be made to the sole/first applicant.

4. Signatures should be in English or in any Indian language, thumb impressions must be attested by a Magistrate/Notary Public under his/her official seal. In case of HUF, the Karta should sign on behalf of the HUF. In case of Partnership Firms, the Partner should sign on behalf of the Partnership Firm. Similarly, for the Association of Persons (AoP), Company etc. the application must be signed by the Authorised Signatory/Signatories as applicable.

5. Individual(s) as Applicant/unit holder only can make nomination. Nominee must be an individual and not a trust, society, body corporate partnership firm, Karta of Hindu Undivided Family or a power of Attorney Holder. Nomination stands rescinded upon transfer/Redemption/Switchover of Units

6. Where the units are held in the names of two or three persons, such persons shall be deemed to hold the units on first holder basis. In case of HUF/Partnership Firm/AoP/Company, etc. no joint holding will be considered. **All tax exemptions can be availed of only by the First holder in case of additional holdings.**

7. In case of applications under Power of Attorney or by a Limited Company or by a Corporate Body or Eligible Institution or a Registered Society or a Trust or a Fund the original Power of Attorney or the certified copy thereof duly notarised and the relevant resolution or authority to make the application, as the case may be including authority granted in favour of the officials signing the application and their specimen signature etc., or duly certified copy thereof alongwith a certified copy of the Memorandum and Articles of Association and/or bye-laws and/or trust deed and/or partnership deed and certificate of registration must be lodged at the office of the Registrar, quoting the serial number of application simultaneously with the submission of the Application Form, failing which the application is liable to be rejected.

**D) PAN Number Details of the Investors**

In order to strengthen the Know Your Client (KYC) norms and identify every participant in the securities market with their respective PAN, SEBI vide its Circular No. MRD/DoP/Cir- 05/2007 dated April 27, 2007 has made PAN the sole identification number for all participants, irrespective of the amount of transaction w.e.f July 2, 2007. In order to address the difficulty of large number of investors SEBI issued a circular dated June 25, 2007, stating that applications for investment should be accompanied by evidence of having applied for PAN till December 31, 2007. Hence following documents are **mandatory** for fresh subscription application, additional subscription application and application for new Systematic Investment Plan registered by investors (including NRIs) on or after July 2, 2007.

**1. PAN circular applies to:**

- 1.1. All unit holders in the folio, including Guardian
- 1.2. Applies to NRI investors as well
- 1.3. Does not apply to PoA holder, Lien Holder

**2. Transactions impacted:**

- 2.1. New Purchases
- 2.2. Additional Purchases
- 2.3. New SIP registrations
- 2.4. Transmission
- 2.5. Minor becoming Major
- 2.6. Switch transactions >= Rs. 50000/-

**3. Transactions NOT impacted:**

- 3.1. Redemptions
- 3.2. Switch transactions < Rs.50000/-.
- 3.3. Systematic transactions (SIP/SWP/STP) registered prior to July 2.
- 3.4. Dividend Reinvestments

**4. Documents Required for transactions listed in section 2 above**

**4.1. Upto December 31, 2007**

Transaction Amount	Documents Required (for ALL Unit holders)	Frequency
Less than Rs 50,000/-	a. PAN Card copy	One time for a folio
	<b>OR</b> a. Acknowledgement copy of PAN application form (Form 49A)	One time for a folio
Rs 50,000/- and above	a. PAN Card copy	One time for a folio
	<b>OR</b> a. Acknowledgement copy of PAN application form (Form 49A), <b>AND</b> b. Form 60/61 with address proof	One time for a folio  <i>With each transaction</i>

4.1.1. PAN Card copy or Copy of Form 49A acknowledgement documents have to be given as one time requirement only, at a folio level.

4.1.2. Investors who have been issued a KYC acknowledgement letter (erstwhile "MIN") may submit a copy of the same, provided they have already submitted a copy of the PAN card to CVL while completing the KYC process

**4.2. W.e.f. January 1, 2008**

4.2.1. PAN Card copy mandatory for all applicable transactions.

All documents shall be self certified by investor and by

AMFI certified distributor (with ARN affixed) procuring the investment.

In case of joint holding, above documents are mandatory for all joint holders.

Any application for fresh subscription, additional subscription and for new Systematic Investment Plan without a valid PAN after December 31, 2007 will be liable to be rejected by the Mutual Fund.

In case of mis-match between PAN details provided by the investor and PAN information available on Income Tax Department's website, the Fund will cancel the allotment on units and money will be refunded to the investor.

**(E) BANK ACCOUNT DETAILS**

It shall be mandatory for the Unitholders to mention their bank account numbers in their applications/requests for redemptions. Unitholders are requested to give the full particulars of their Bank Account i.e. nature of account, Account Number, Nine digit Bank Code Number (For Electronic Credit Facility), branch address of the bank at the appropriate space in the application form.

**To facilitate direct credit payments please enclose a cancelled cheque.**

Any application for subscription / request for redemption without Bank account details will be rejected by the mutual fund.

**For faster dissemination of information, Unitholders are requested to provide their e-mail IDs.**

**(F) BROKERS AND MARKETING ASSOCIATES.**

1. Tata Mutual Fund's Marketing Associates, Agents & Brokers (who are holding the AMFI Certificate) are eligible to mobilise subscriptions under the Fund and earn brokerage based on the amounts subscribed. Brokerage will be paid only to those Marketing Associates, Agents & Brokers whose stamp appears on the application form.

2. Code numbers / ARN No. assigned by AMFI to the Marketing Associates/Agents must be used wherever applicable and their stamps should clearly state their names and any other details as required, in English.

3. Agents are not permitted to accept CASH with Application Form. Tata Mutual Fund shall not be held responsible for any kind of wrong tenders.

4. Brokerage will be paid to only Distributors empanelled with Tata Mutual Fund and registered with AMFI

5. Distributors / Agents should mention the ARN No. allotted by AMFI, on the application form.

**(G)** The Fund will disclose details of the investor's account and all his transactions to the intermediary whose stamp appears on the application form. In addition, the Fund will disclose details as necessary, to Fund's and Investor's bankers, for the purpose of effecting payments to the investor.

**Prevention of Money Laundering**

In terms of the Prevention of Money Laundering Act, 2002, the Rules issued there under and the guidelines / circulars issued by SEBI regarding the Anti Money Laundering (AML Laws), all intermediaries, including Mutual Funds, have to formulate and implement a client identification programme, verify and maintain the record of identity and address(es) of investors.

In order to make the data capture and document submission easy and convenient for the investors, Mutual Fund Industry has collectively entrusted this responsibility of collection of documents relating to identity and address and record keeping to an independent agency (presently CDSL Ventures Limited) that will act as central record keeping agency ('Central Agency').

## INVESTOR SERVICE CENTRES

Call Free : 1-800-22-0101

### West Zone:

**Mumbai:** Mulla House, Ground Floor, Homi Modi Street, Mumbai 400 001. Tel.: 66315191/92/93, Fax: 022 - 66315194. **Ahmedabad:** 402, Megha House, 4th Floor, Mithakhali - Law Garden Road, Netaji Marg, Ahmedabad - 380 006. Tel: (079) 65418989 / 65447799 / 26466080. **Bhopal :** MF-12, Block-A, Mansarovar Complex, Near Habibganj Railway Station, Bhopal-462016. Tel.: 0755- 4229379 / 4273914 / 2574198. **Goa:** U G - 4-1st Floor, Inaam complex, Don Bosco School Crossing, Panaji Goa - 403001. Tel.: 0832 - 6451135 & 6451136, 0832 - 2422135, Fax: 0832-2422135. **Indore:** G-25 City Centre, 507, M.G. Road, Indore - 452001. Tel.: 0731-4201806, Fax: 0731-4201807. **Pune:** Office No. 105, D-Gold House Near Hotel Sheetal, Dynaneshwar Paduka Chowk, F.C. Road, Shivajinagar, Pune - 411004. Tel.: 30288775/64005932, Fax: - 30288776. **Rajkot:** Arhant Plaza, 201 2nd Floor, Subhas Road, Near Moti Taki, Rajkot - 360001. Tel.: 0281-6624848/6544949. **Nashik:** 5, Samridhi Residency, Opp Hotel City Pride, Tilakwadi Nashik - 422002. Tel.: 0253-6605138 / 0253-6510315, Fax: 0253-2579098. **Surat:** 421, Jolly Plaza, Near Collector Office, Next to G.P. College, Athwa Gate, Surat 395001. Tel.: 0261 - 245520 / 6554418 / 19, Fax: 0261-2470326. **Vadodara:** 202- 203, Madhav Complex, RC Dutt Road, GEB Circle Alkapuri Vadodara - 390007. Tel.: 0265-6641888/2356114, Fax: 0265-6641999. **Jamnagar:** 202, Manek Centre, P N Marg, Jamnagar, Mob: 9898366767. **Nagpur:** 21, "Mile Stone", 109, 1st Floor, Near Lokmat Square, Wardha Road, Ramdaspath, Nagpur - 440010. Tel: (0712) 6502885

### North Zone:

**Chandigarh:** Cabin No.3-4-5, 1st Floor, Meeting Point, SCO - 487/488, Sector- 35C, Chandigarh - 160 022. Tel.: 0172 - 5087322 / 6450322/2605320/ 2603771-Extn 227, Fax: 0172 - 2603770. **Jaipur:** 233, 2nd Floor, Ganpati Plaza, M I Road, Jaipur - 302001. Tel.: 0141 - 5105177 / 78 / 2389387 / 6539009, Fax: 5105178. **Jodhpur:** Jaya Enclave, 79/4, Opp. IDBI Bank, Ist A Road Sardarpura Jodhpur - 342001. Tel.: 291-6450555/2631257, 0291-2631257. **Kanpur:** Ground Floor, Agarwal Building, Adjoining Oriental Bank of Commerce, Survey No. 419/1 Cantts, The Mall, Kanpur - 208 004. Tel.: 0512 - 2306066, Fax: 0512 - 2306065. **Lucknow:** Office No.2, Saran Chambers-I, 1st Floor, 5, Park Road, Lucknow - 01. Tel.: 0522-6452432/4001731, Fax: 0522-2235386. **Ludhiana:** Cabin No.201, 2nd Floor, SCO 18, Opp. Ludhiana Stock Exchange, Feroze Ghandhi Market, Ludhiana - 141 001. Tel: 0161 - 5089667/ 6503366. **New Delhi:** 710-712 Prakesh Deep Building, 7th Floor, 7 Tolstoy Marg, Connaught Place, New Delhi - 110001. Tel.: 66324111/102/103/104/105, Fax: 011-66303202. **Udaipur:** Office No - 4, 2nd Floor, Madhav Apartment, Opp GPO, Chetak Circle, Udaipur - 313001. Tel.: 294 - 6450979/2429371, 0294-2429371. **Varanasi:** D-64/127, C - H Arihant Complex, Sigra, Varanasi. Mob: 9839177665. **Jalandhar:** Varun Gupta, 91, New Johar Nagar, Jalandar - 144 001. Mob: 9876601508.

### South Zone:

**Bangalore:** Batra Chambers, 1st Floor, Cunningham Crescent Road, Bangalore - 560052. Tel.: 080 - 66561313 / 080 - 22370512 / 080 - 65335986 / 87 & 080 - 22371195, Fax: 080 - 22370513. **Chennai:** Riaz Garden, 3rd Floor, No:29, Kodambakkam High Road, Near Palmgrove Hotel, Nungambakkam, Chennai-34. Tel: 044 64541868 / 69, 64541878, Fax: 044-43546313. **Cochin:** 2nd Floor, Ajay Vihar, JOS Junction, M. G. Road, Cochin - 682 016. Tel: 0484 - 237 7580/581/6533107, Fax: 0484 - 237 7581. **Coimbatore:** 551 A, 1st Floor, West Lokamaniya Street Near CAMS R. S. Puram, Coimbatore - 641002. Tel: 0422 - 6502133 & 6502144. Fax: 2546585. **Hyderabad :** 3rd Floor, Block B, R R Estate, G.S Mall, Somajiguda, Hyderabad - 82. Tel.: 040-65961237/38 & 65548290, Fax: 040-66363187. **Mangalore:** 1st Floor, Essel Tower, Above UTI Bank, Bunts Hostel Circle, Mangalore - 575003 Tel.: 0824 - 6450308, Fax: 0824 - 4260308.

### East Zone:

**Bhubaneswar:** Janpath Tower Room No - 208, 2nd Floor Ashok Nagar, Bhubaneswar - 751 009 Tel.: 0674 - 2533818 / 6450817. **Jamshedpur:** C/o. Mithila Motors Pvt Limited, 1st Floor, Main Road, Bistupur, Jamshedpur - 831 001. Tel.: 0657 - 2756021/22 2756023/30 / 6576911, Fax: 0657 - 2756030. **Kolkata:** Tata Centre, 1st Floor, 43, Jawaharlal Nehru Road, Kolkata - 700 071. Tel: 033 - 22881534 / 22883413 / 22883415, Fax: 033 - 22881535. **Patna:** 605, 6th Floor, Ashiana Harniwas, New Dak Bunglow Road, Patna - 800001. Tel.: 0612-2206497, 6450120. **Ranchi:** Shop No - 15, Ground Floor, A.C. Market, G.E.L. Church Complex, Main Road, Ranchi - 834 001. Tel.: 0651 - 2330704 / 2330226. **Raipur:** Shop No. - 331/332, Lal Ganga Shopping Mall, 3rd Floor, G. E. Road, Raipur. Mob: 9826458295. **Dhanbad:** Room No - 409, 4th Floor, Shriram Plaza, Bank More Dhanbad - 826 001, Jharkhand. Mob: 9234674385, 9234302478, Tel: (0326) 2300304.

## KARVY COMPUTERSHARE PRIVATE LIMITED

**Agra:** Karvy Computershare Pvt Ltd, Ms. Nishi Mishra, 17/2/4, 1st Floor, Deepak Wasan Plaza, Sanjay Place, Behind Holiday Inn, Agra - 282 002. Tel: (0562) 3247227, 4000601, 2526663. Email: mfsagra@karvy.com **Ahmedabad:** Karvy Computershare Pvt Ltd, Mr. Edward, Ms. Leela, 307 Shail Buildings, Opp Madhusudhan House, Off C G Road, Nr. Navrangpura Telephone Exchange, Ahmedabad - 380 006, Tel: (079) 26402967, 32997687, 26400527/28, Fax: (079) 26565551. Email: ahmedabadmfd@karvy.com, edward@karvy.com **Allahabad:** Karvy Computershare Pvt Ltd, Mr. Manish Srivastava, RSA Towers, 2nd Floor, Above Sony TV Showroom, 57, S P Marg, Civil Lines, Allahabad - 211 001, Tel: (0532) 3294281, 3294280, Fax: (0532) 2260291. Email: allahabadmfd@karvy.com **Bangalore:** Karvy Computershare Pvt Ltd, Mr. Raghu, No: 51/25, 1<sup>st</sup> Floor, Surya Building, Ratna Avenue, Richmond Road, Bangalore - 560 025. Tel: (080) 25320085, Fax: (080) 25320086 Email: bangaloremfd@karvy.com, raghu@karvy.com. **Baroda:** Karvy Computershare Pvt Ltd, Mr. Rajan Patel, Ms. Ruma, 31 - 34, Payal Complex, Nr Vadodara Stock Exchange, Sayajigunj, Baroda - 390 005, Gujarat. Tel: 0265 - 2225210, 0265 - 2225168, 0265 - 3243293. Email: barodamfd@karvy.com, rajan.patel@karvy.com. **Bhopal:** Karvy Computershare Pvt Ltd, Mr. Sachin Rathore, Kay Kay Business Centre, 133, Zone 1, M.P.Nagar, Bhopal - 462 011, Tel: (0755) 3010728, 3010731, 723 / 24/ 25 / 26, Fax: 0755-3010732. Email: bhopalms@karvy.com, sachinrathore@karvy.com. **Bhubaneswar:** Karvy Computershare Pvt Ltd, Ms. Nabanita Deb, Mr. Pratap Sahoo, 624, Sahid Nagar, 1st Floor, Bhubaneswar - 751 007, Tel: (0674) 2547532, Fax: (0674) 2547531 Email: bhubaneswarmfd@karvy.com. **Calicut:** Karvy Computershare Pvt Ltd, Mr. Naveen, 2<sup>nd</sup> Floor, Sowbhagya Shopping complex, Mavoor Road, Calicut - 673 004, Tel: (0495) 2742105 / 07, 3042083 Fax: (0495) 2742156. Email: mfsalicut@karvy.com. **Chandigarh:** Karvy Computershare Pvt Ltd, Ms. Priya Sharma, SCO-371-372, 1<sup>st</sup> Floor, Above HDFC Bank, Sector 35B, Chandigarh - 160 022, Tel: (0712) 5071727 / 28 Fax: (0172) 5071726, Email: chandigarhmfd@karvy.com. **Chennai:** Karvy Computershare Pvt Ltd, Mr. N V V Prasad, Mr. Dinesh Kumar, Flat No. F-11, 1<sup>st</sup> Floor, Akshya Plaza, (Erstwhile Harris Road), Opp Chief City Metropolitan Court, No. 108, Adhithanar Salai, Egmore, Chennai - 600 002, Tel: (044) 42028512 / 13, 28277383, Fax: (044) 42028514, Email: chennaiamfd@karvy.com, nvvprasad@karvy.com. **Cochin:** Karvy Computershare Pvt Ltd, Mr. Ramachandran, Ms. Anuradha, 39 Panampilly Nagar, Ernakulam, Cochin - 682 036, Tel: (0484) 4011885, 2310884, Fax: (0484) 2323104 Email: cochinmfd@karvy.com. **Coimbatore:** Karvy Computershare Pvt Ltd, Ms. Beula, SNV Chambers, 482/483, Ponni Street, Opp Power House, Cross Cut Road, Gandhipuram, Coimbatore - 641 012, Tel: (0422) 4377211, 2237501, 506 Fax: (0422) 2237507. Email: mfscoimbatore@karvy.com. **Dehradun:** Karvy Computershare Pvt Ltd, Mr. Pankaj Vasudev, Mr. Jagjeet Singh, Kaulagarh Road, Near Sirmaur Marg, Above Reliance Webworld, Dehradun - 248 001, Tel: (0135) 3958246, Email: dehradunmfd@karvy.com. **Durgapur:** Karvy Computershare Pvt Ltd, Mr. Sudip Chatterjee, Old Dutta Automobiles Bldg, 1st Floor, Benachity, Durgapur - 713 213, Tel: (0343) 6534112, 2586376 / 77, Email: mfsdurgapur@karvy.com. **Panjim (Goa):** Karvy Computershare Pvt Ltd, Ms. Malini Naik, No.7 & 8, El. Dorado Road, Heliodoro Salgado Road, Panjim - 403 001, Tel: (0832) 2426870, 74, Fax: (0832) 2426873, Email: panjimfd@karvy.com. **Guwahati:** Karvy Computershare Pvt Ltd, Mr. Vinay Singh, Mr. Sanjay Seal, 2nd Floor, Ram Kumar Plaza, Chatribari Road, Nr Himatshinga Petrol Pump, Guwahati - 781 001, Tel: (0361) 2608016, Fax: (0361) 2608122, Email: mfsguwahati@karvy.com. **Gwalior:** Karvy Computershare Pvt Ltd, Mr. Gopal Sharma, Shindi Ki Chawani, Nadi Gate Pul, MLB Road, Gwalior - 474 001, Tel: (0751) 4042435, 4069001 / 02, Email: mfsghwalior@karvy.com. **Hubli:** Karvy Computershare Pvt Ltd, Mr. Shrinivas Shyadambi, Giriraja House, No.451/B, Ward No.1, Club Road, Hubli - 580 029, Tel: (0836) 2353961, 2356201 / 02, Fax: (0836) 2353973, Email: mfsHubli@karvy.com. **Hyderabad:** Karvy Computershare Pvt Ltd, Mr. P. Nageshwara Rao, Mr. GBK Murthy, 21, Avenue 4, Street No.1, Banjara Hills, Hyderabad - 500 034, Tel: (040) 23312454 Ext: 124, Email: pnrao.hyd@karvy.com, mfsHyderabad@karvy.com. **Indore:** Karvy Computershare Pvt Ltd, Ms. Priyanka, Ms. Priya Telang, DM Tower, 105, 106 & 107, Above Standard Chartered bank, Near Jangeerwala chowrah, Indore- 452001, Tel: (0731) 3014204 / 5, Fax: (0731) 3014209 Email: mfsindore@karvy.com. **Jaipur:** Karvy Computershare Pvt Ltd, Mr. O P Kumawat, S-16 A, 3rd floor, Land mark, Opp Jaipur club, Mahavir marg, C- Scheme, Jaipur - 302 001, Tel: (0141) 2375039, 99, 2363321, Fax: (0141) 2378703, Email: jaipurmfd@karvy.com. **Jalandhar:** Karvy Computershare Pvt Ltd, Mr. Dinesh Sharma, Lower Grnd Floor, Office No. 3, Plot No. 28, G T Road, Jalandhar - 144 004, Tel: (0181) 5019723, 29, 5000771/2/3/4, Email: mfsjalandhar@karvy.com. **Jamshedpur:** Karvy Computershare Pvt Ltd, Mr. Jayanto Bhattacharya, Kanchan Tower, 3rd Floor, Chhaganlal Dayalji @ Sons, 3-S B Shop Area, (Near Traffic Signal), Main Road, Bistupur, Jamshedpur - 831 001, Tel: (0657)-2487045, 020, Email: jamshedpurmfd@karvy.com. **Jodhpur:** Karvy Computershare Pvt Ltd, Mr. Sushil, 203, Modi Arcade, Chupasni Road, Jodhpur - 342 001, Tel: (0291) 5103026, 046 Fax: (0291) 2638479, Email: mfsjodhpur@karvy.com. **Kanpur:** Karvy Computershare Pvt Ltd, Mr. Sudhir Tewari, 15/46, Opp Muir Mills, Civil Lines, Kanpur - 208 001, Tel: (0512) 3246390, 3292333, Fax: (0512) 2330127, Email: sudhir.kumar@karvy.com, kanpurmfd@karvy.com. **Kolhapur:** Karvy Computershare Pvt Ltd, Ms. Ruchita Huddar, Omkar Plaza, 1st Floor, Unit - F2 & F4, Rajaram Road, Next to ICICI Bank Ltd, Kolhapur - 416008, Tel: (0231) 2520650, Fax: (0231) 2520655, Email: mfskolhapur@karvy.com. **Kolkata:** Karvy Computershare Pvt Ltd, Mr. Raj Ramaswamy, 16 Jatin Bagchi Road, Kolkata - 700 029, Tel: (033) 24659263, 67, 39518643, Fax: (033) 24635432, Email: calcuttamfd@karvy.com, rajramaswamy@karvy.com **Lucknow:** Karvy Computershare Pvt Ltd, Mr. Sanjay Shukla, 94, Mahatma Gandhi Marg, Opp Governor House, Hazratganj, Lucknow - 226 001, Tel: (0522) 3249039, 2236819/20, Fax: (0522) 2236826, Email: sanjay.shukla@karvy.com, lucknowmfd@karvy.com. **Ludhiana:** Karvy Computershare Pvt Ltd, Mr. Bharat, SCO-3, Bawa Building, Feroze Gandhi Market, Ludhiana - 141 001, Tel: (0161) 3018460, 445, Fax: (0161) 3018440, Email: mfludhiana@karvy.com. **Madurai:** Karvy Computershare Pvt Ltd, Mr. Krishna Raja, Rakesh towers, 30-C, Bye pass Road, 1<sup>st</sup> Floor, Opp Nagappa motors, Madurai - 625 010, Tel: (0452) - 2600851/52/53/54/55, Email: mfsmadurai@karvy.com. **Mangalore:** Karvy Computershare Pvt Ltd, Mr. Vasanth, Mahendra Arcade, Grnd Floor, Karangalapani, Kadiabail, Mangalore - 575 003, Tel: (0824) - 2496701, 2492302, Fax: (0824) 2496283, Email: mangaloremfd@karvy.com. **Moradabad:** Karvy Computershare Pvt Ltd, Mr. Nitin Pahwa, 1<sup>st</sup> Floor, Singh Bhawan, Taari Khana Chowk, G M D Road, Moradabad - 244 001, Tel: (0591) 3099643, 2310470, 3117615, 3112686, Fax: (0591) 2320470, Email: mfsmoradabad@karvy.com. **Mumbai:** Karvy Computershare Private Limited, Mr. Sandeep Bhogle, 26/30, Fort Foundation Bldg, Near MSC Bank, Maharashtra Chamber Of Commerce Lane, Fort Mumbai - 400 023, Tel: (022) 66341966 / 67, Fax: (022) 56341966, Email: mumbaimfd@karvy.com, sandeep@karvy.com. **Mysore:** Karvy Computershare Pvt Ltd, Mr. Vincent, L - 350, Silver Tower, Clock Tower, Ashoka Road, Mysore - 570 001, Tel: (0821) 2441520, 2438006, Fax: (0821) 2438006, Email: mfsmysore@karvy.com. **Nagpur:** Karvy Computershare Pvt Ltd, Mr. Somnath, 230/231, 3<sup>rd</sup> Floor, Shiram Shyam towers, Next to NIIT building, Sadar, Kingsway, Nagpur - 440 001,

Tel: (0712) 5610513, 5612375/ 74, 5656101/02/03, Email: nagpurnfd@karvy.com. **Nasik:** Karvy Computershare Pvt Ltd, Mr. Santosh, F-1 Suyojit Sankul, Sharanpur Road, Nasik - 422 002, Tel: (0253) 5602542/43/44, Email: nasikmfs@karvy.com. **New Delhi:** Karvy Computershare Pvt Ltd, Mr. Michael George, Mr. Jose Yohannan, 212, Arunachal Building, 2<sup>nd</sup> Floor, 19 Barakhamba Road, Connaught Place, New Delhi - 110 001, Tel: (011) - 23737194, 23324401, 41511627 Fax: (011) 23730743, Email: delhimfd@karvy.com, michaelg@karvy.com, jose.y@karvy.com. **Patna:** Karvy Computershare Pvt Ltd, Mr. Shankar, Mr. Diwakar, 202, 2<sup>nd</sup> Floor, Anand Tower, Beside Chankya Cinema Hall, Exhibition Road, Patna - 800 001, Tel: (0612) 2321354, Email: mfsapatna@karvy.com. **Pune:** Karvy Computershare Pvt Ltd, Mr. Roopesh Balaraman, Srinath Plaza, C Wing, Office No. 58 & 59, 3<sup>rd</sup> Floor, Dyaneshwar Paduka chowk, Survey No. 184/4, F C Road, Pune - 411 004, Tel: (020) 25533795, 25532783, 25539957, Fax: (020) 4028432 Email: punemfd@karvy.com. **Raipur:** Karvy Computershare Pvt Ltd, Ms. K Sharada, Room No.12 & 13, Grnd Floor, Millennium Plaza, Behind Indian Coffee House, G E Road, Raipur - 492 001, Tel: (0771) – 6450194, 2236694/ 95/96, Email: mfsraipur@karvy.com. **Rajkot:** Karvy Computershare Pvt Ltd, Mr. Mahesh Belani, 204, Star Chambers, Dr Rajendra Prasad Road, Harihar Chowk, Rajkot - 360 001, Tel: (0281) 2239338, Fax: (0281) 2233179 Email: rajkotmfd@karvy.com. **Ranchi:** Karvy Computershare Pvt Ltd, Mr. Ravi Ranjan, Mr. Om Prakash, Commerce Towers, 3<sup>rd</sup> Floor, Room no. 307, Beside Mahabir Towers, Main Road, Ranchi - 834 001, Tel: (0651) - 2330386, 394, Fax: (0651) 2331320, Email: mfsranchi@karvy.com. **Salem:** Karvy Computershare Pvt Ltd, Ms. Sundari, 49 / 50, Fort Main Rd, Old No.17, 1<sup>st</sup> Floor, Shevapet, Salem - 636 002, Tel: (0427) 2210835 / 36,4020300, Fax: (0427) 2335705, Email: mfsalemd@karvy.com. **Surat:** Karvy Computershare Pvt Ltd, Mr. Viral Mehta, G/16 Empire State Building, Near Udhna Darwaja, Ring Road, Surat - 395 002, Tel: (0261) 3017155, Email: suratmf@karvy.com, viral.mehta@karvy.com. **Trichur:** Karvy Computershare Pvt Ltd, Mr. Ramesh Krishnan, 2<sup>nd</sup> Floor, Brother's Complex, Near Dhana Laxmi Bank Head Office, Naikkanal Junction, Trichur - 680 001, Tel: (0487) 2322483/84, 2322494, Fax: (0487) 2322493, Email: mfstrichur@karvy.com. **Trichy:** Karvy Computershare Pvt Ltd, Ms. Thamarai Selvi, 60 Srikrishna Arcade, 1<sup>st</sup> Floor, Thennur High Road, Trichy - 621 017, Tel: (0431) 4020227, 2792800, Fax: (0431) 2794132 Email: mfstrichy@karvy.com. **Trivandrum:** Karvy Computershare Pvt Ltd, Ms. Malini, 2<sup>nd</sup> Floor, Akshaya Towers, Sasthamangalam, Trivandrum - 695 010, Tel: (0471) 2725728, 2725989/90/91, Fax: (0471) 4011924, Email: mfstrivandrum@karvy.com. **Varanasi:** Karvy Computershare Pvt Ltd, Mr. Saurabh Singh, D-64/132,KA 1<sup>st</sup> Floor, Anant Complex, Sigra, Varanasi - 226 022, Tel: (0542) 2227259, Email: varanasimfd@karvy.com. **Vijayawada:** Karvy Computershare Pvt Ltd, Ms. Sushma, 39-10-7, Opp Municipal Water Tank, Labbipet, Vijayawada - 520 010, Tel: (0866) 2495200,400 (Ext: 122,124), 2495588, Fax: (0866) 2495300 Email: vijayawadamfd@karvy.com. **Visakhapatnam:** Karvy Computershare Pvt Ltd, Mr. Sitaram, 47-14-5/1 Eswar Paradise, Dwaraka Nagar, Main Road, Visakhapatnam - 530 016, Tel: (0891) 2752915/16/17/18 Fax: (0891) 2752872, Email: vizagmfd@karvy.com