



**TATA MUTUAL FUND**  
Mulla House, 4th Floor, M.G. Road, Fort, Mumbai - 400 001  
**Change in Address / Contact Details Form**



Date: 

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| D | D | / | M | M | / | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|---|---|

The Trustee,  
**Tata Mutual Fund**

I / We wish to change the address / contact details in my / our folio(s) as mentioned below:

**1. Investor Details**

|                                    |             |             |
|------------------------------------|-------------|-------------|
| Folio No. 1                        | Folio No. 2 | Folio No. 3 |
| Sole / 1 <sup>st</sup> Unit Holder | PAN         |             |
| 2 <sup>nd</sup> Unit Holder        | PAN         |             |
| 3 <sup>rd</sup> Unit Holder        | PAN         |             |

**2. New Address** (Only for Non-KYC Folios)

|         |     |         |
|---------|-----|---------|
| Address |     |         |
|         |     |         |
|         |     | City    |
| State   | PIN | Country |

**2. a. Proof of New Address**

Please submit ANY ONE of the following valid documents (self attested) & tick (✓) against the document attached.

|  |   |   |
|--|---|---|
| <input type="checkbox"/> Passport<br><input type="checkbox"/> Ration Card<br><input type="checkbox"/> Registered Lease/Sale Agreement of Residence<br><input type="checkbox"/> Driving License | <input type="checkbox"/> Voter Identity Card<br><input type="checkbox"/> * Latest Bank A/c Statement/Passbook<br><input type="checkbox"/> *Latest Telephone Bill (only Land Line) | <input type="checkbox"/> *Latest Electricity Bill<br><input type="checkbox"/> *Latest Gas Bill<br><input type="checkbox"/> Others _____ |
|--|---|---|

\*Not more than 3 Months old. Validity/Expiry date of proof of address submitted

**2. b. Proof of Identity**

|  |   |
|--|---|
| PAN / PEKRN  |   |
|  | [Please enclose a self attested copy of your PAN Card.] |
| Proof of Identity for PAN exempt cases [Please enclose a self attested copy and tick (✓)]  |   |
| <input type="checkbox"/> UID (Aadhaar) <input type="checkbox"/> Passport <input type="checkbox"/> Voter ID <input type="checkbox"/> Driving Licence <input type="checkbox"/> Other _____ |   |

Exemptions / clarifications to PAN (Sufficient documentary evidence in support of such claims to be enclosed.)

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Of- ficial liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
4. SIP of Mutual Funds upto Rs 50,000/- p.a.
5. In case of institutional clients, namely, FIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

**3. New Contact Details**

|                                   |                                |      |
|-----------------------------------|--------------------------------|------|
| Residence Phone (prefix STD Code) | Office Phone (prefix STD Code) | Extn |
| Mobile                            | Email                          |      |

^ On providing email-id, investors shall mandatorily receive scheme wise annual report or an abridged summary thereof account statements / statutory and other documents by email.

**4. Unit Holder(s) Signature(s)**

To be signed by ALL UNIT HOLDERS if mode of holding is 'Joint'

|  |  |  |
|--|--|--|
| 1 <sup>st</sup> Unitholder Signature /<br>Thumb Impression | 2 <sup>nd</sup> Unitholder Signature /<br>Thumb Impression | 3 <sup>rd</sup> Unitholder Signature /<br>Thumb Impression |
|--|--|--|



**Acknowledgement Slip**

Received Change of address / Contact details from Mr. / Ms. / M/s. \_\_\_\_\_  
for Folio no.(s) \_\_\_\_\_



**Instructions for Change in Address / Contact Details**  
Call: 1800 209 0101 • SMS: TMF To 57575 • E-mail: [service@tataamc.com](mailto:service@tataamc.com)



1. Change / updation of contact details of first unit holder: Unit holders are requested to provide their contact details such as email address, mobile and telephone numbers etc. to receive transaction information and alerts via email and SMS. Wherever Email ID is registered, Statement of Account, Annual Report and other kinds of communication will be sent through email only, instead of physical.
2. Change of address for Non KYC Folio:
  - i) This form has to be used for change of address only by Non KYC compliant investors.
  - ii) Non-KYC compliant investors must submit the following documents along with the Change of address request:
    - Proof of New Address (as per KYC guidelines): List of documents admissible as Proof of Address: (\*Documents having an expiry date should be valid on the date of submission.)
      - a. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of Residence/Driving License/ Flat Maintenance bill/Insurance Copy.
      - b. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill -Not more than 3 months old.
      - c. Bank Account Statement/Passbook -Not more than 3 months old.
      - d. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
      - e. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/elected representatives to the Legislative Assembly or Parliament/Documents issued by any Govt. or Statutory Authority.
      - f. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
      - g. The proof of address in the name of the spouse may be accepted.
    - 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.
  - iii) 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 KYC Compliant Investors, in case there is any change in your KYC information, please update the same by using the prescribed 'KYC Change Request Form' and submit the same at the Point of Service of any KYC Registration Agency.