



Tata India Dynamic Equity Fund (IFSC - GIFT City)

Process Note on Investor Onboarding

Investor's Guide to Fund Participation

Investor Onboarding Process

There are 2 ways to onboard investor for the fund: -

1. Physical Form
2. Phygital Mode

1. Onboarding through Physical Form

Step 1: Create a Zero-Balance Folio

- Please find attached Application Form and Offer Document.
- **Fill in the application form** and collate all supporting documents listed in the checklist.
- **E-mail scanned copies** of the completed and duly signed form along with all Notarised/certified supporting documents to **tatagiftcity.transactions@camsonline.com**
- Once we receive and review your documents, we'll set up your folio with a zero balance. If any details are missing, we'll reach out for clarification.
- Then, on confirmation of folio creation, courier **the physical signed application form along with the documents** to:

Computer Age Management Services Ltd (CAMS) Unit No. 409, BIFC Building, Zone-1, GIFT SEZ, Gift City, Gandhinagar, Gujarat – 382355

Step 2: Fund transfer/ remittance

- You may avail the convenient online outward remittance facility if offered by your bank **OR** reach out to your bank branch and remit the investment amount in USD to the TATA India Dynamic Equity Fund bank account mentioned in the application form.
- Bank will debit the investor account with amount remitted [at FX rate applied] + bank charges.
- Once remittance is completed, please share the fund transfer proof over email with folio number.

Please note: Investor needs to dispatch application form along with necessary documents to CAMS Office within 30 days of Unit allotment.

Upon non-receipt of Original Documents, the folio shall be freeze / suspended as per the PMLA (Prevention of Money Laundering Act Regulations)

2. Onboarding through Phygital Mode (Coming Soon)

Step 1: Create a Zero-Balance Folio

- Please complete the onboarding journey through the online portal by providing all necessary details and uploading the documents as per checklist.
- Once the application is submitted the same will go to CAMS for review. If any details are missing, we'll reach out for clarification.
- If the application is in good order, an email will be sent to investor for signing off the application form.
- Investor will have to download the form and sign it, and Email/Upload scanned copies of the completed and duly signed form along with all supporting documents to **tatagiftcity.transactions@camsonline.com**
- CAMS will again review and if in good order, Folio will be created.
- Then, on confirmation of folio creation, courier **the physical signed application form along with the documents** to:

Computer Age Management Services Ltd (CAMS) Unit No. 409, BIFC Building, Zone-1, GIFT SEZ, Gift City, Gandhinagar, Gujarat – 382355

Step 2: Fund transfer/ remittance

- You may avail the convenient online outward remittance facility if offered by your bank OR reach out to your bank branch and remit the investment amount in USD to the TATA India Dynamic Equity Fund bank account mentioned in the application form.
- Bank will debit the investor account with amount remitted [at FX rate applied] + bank charges. The bank charges should be borne by the investor.
- Once remittance is completed, please share the fund transfer proof over email with folio number.
- Please note: Investor needs to dispatch application form along with necessary documents to CAMS Office within 30 days of Unit allotment.
- Upon non-receipt of Original Documents, the folio shall be frozen / suspended as per the Prevention of Money Laundering Act, 2002 (PMLA) and Prevention of Money-laundering (Maintenance of Records) Rules, 2005.

Officially Valid Documents Checklist

PROOF OF IDENTITY

- Passport (Mandatory for NRI)
- National Id Card with Photo, Name, Date of Birth
- Tax Id/ Pan Card Having Photo
- Driving License
- OCI Card (NRIs)

PROOF OF ADDRESS

- Passport (Mandatory for NRI)
- National Id Card with Photo, Name, Date of Birth
- Tax Id
- Driving License
- Utility Bill (Not Older Than Two Months) (Only in Case of Low-Risk Investor)

BANK PROOF (ANYONE):

Bank Statement with latest 2 months entry/Cancelled Cheque

NOTE:

- All documents must be in color photocopy, clear and legible, valid (not expired) and duly notarized.
- If any proof of identity or address is in a foreign language, then translation into English and apostilling for international usage is required
- Bank statement/cancelled cheque to be provided from which the investment is done.
- Investor needs to dispatch application form along with necessary documents to within 30 days of unit allotment.
- Upon non-receipt of physical self-attested or *certified to be 'true copy', the folio shall be frozen/suspended as per the PMLA regulations.
 - * In case a customer is unable to produce, or it might not be possible for customer to submit original documents for verification (e.g., in situations where Regulated Entity has no physical contact with the customer, or the onboarding of customer is done through non-face to face mode); a Regulated Entity should obtain a copy of the OVD that is certified to be a 'true copy' along with the date, sign and marked with 'original sighted/ verified' and such certification may be carried out by any one of the following contactable: -
 - (i) Authorised official of a bank located in a Financial Action Task Force (FATF) compliant jurisdiction with whom the individual has banking relationship.
 - (ii) Notary Public (outside India).
 - (iii) Court Magistrate (outside India).
 - (iv) Judge (outside India).
 - (v) Certified public or professional accountant (outside India).
 - (vi) Lawyer (outside India).
 - (vii) The Embassy/Consulate General of the country of which the non-resident individual is a citizen; or
 - (viii) any other authority as may be specified by the Authority.
 - (ix) SEBI-registered intermediary or distributor (with stamp and employee ID)

CHECKLIST FOR INDIVIDUAL

Sr.no	Description	Documentation
1.	For Individual / Joint Holders	Duly Notarised copies of ID and Address Proof of Individual/Joint Holders as mentioned in Officially Valid Document Checklist.
2.	For Minor	• Duly Notarised Age proof of minor (Birth Certificate or School Leaving certificate. • Duly Notarised Copies of Minor's ID and Address Proof • Duly Notarised copies of ID and Address Proof of Guardian. • Cancelled Cheque Leaf for registered bank (should be personalized and bearing the name of the Guardian) or Bank Statement / Bank Passbook (not older than 3 months & attested by the bank)
3.	For Investor's not holding PAN	In case, no PAN is held-No PAN Declaration
4.	Bank Details	Cancelled Cheque Leaf for registered bank (should be personalized and bearing the name of the investor) or Bank Statement / Bank Passbook (not older than 3 months & attested by the bank)
5.	KYC	CERSAI Form

CHECKLIST FOR NON-INDIVIDUAL

Sr.no	Documentation
1.	Certificate of Incorporation/Registration
2.	Memorandum and Articles of association/Partnership Deed/Trust Deed
3.	Tax Identification Number or equivalent document prevalent in the home jurisdiction of the company
4.	A resolution passed by the Board of Directors including authorised signatories with specimen signature and power of attorney granted to its managers, officers or employees to transact on its behalf for making investment in the fund.
5.	Officially Valid Documents as defined in the individual tab are required for verification of the identity and address of the beneficial owners, managers, officers or employees, or power of attorney holders, as the case may, who are authorised to transact on behalf of the company.
6.	Address Proof of the Entity
7.	Latest Share Holding Pattern (On Company Letter head) Applicable in case of Company
8.	List of Directors / Partners / List of beneficial Owners (UBO) (in case of family trust) (On Letter head) Applicable in case of Company/Partnership Firm/ Trust
9.	Last 2 years audited financial statement - attested by authorised signatory with stamp
10.	In case, no PAN is held -No PAN Declaration
11.	CERSAI Form