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



1. Investor Details

Form with fields: Folio No., 1st Unit Holder, 2nd Unit Holder, 3rd Unit Holder

2. Redemption Details

Form with fields: From Scheme / Plan / Option, Amount (in figure), Units (in figure), All Units

3. Redemption Bank Account Details (Registered in the Folio)

Form with fields: Bank Name, Branch, Branch City, Pincode, Account number, Account type (Savings, Current, NRO, NRNR, NRE), IFSC for NEFT, IFSC for RTGS, MICR. Includes a note about bank account registration.

4. Important Note

Redemption requests should not be accompanied with request for Change of Bank Account Details. If the Change of Bank Account Detail request is received along with Redemption requests only the redemption request will be processed and the redemption proceeds will be credited to the last registered bank mandate & the request for Change of bank mandate will be rejected.

5. Declaration and Signatures

Form with fields: The Trustee, Tata Mutual Fund, Having read & understood the contents of the Scheme Information Document of the Scheme. I/ We hereby apply for redemption of units of the scheme & agree to abide by the terms, conditions, rules & regulations governing the scheme and shall not hold AMC /Mutual Fund or its RTA for not being able to process my request due to incomplete information provided by me. Date:
1st Applicant Signature / Thumb Impression, 2nd Applicant Signature / Thumb Impression, 3rd Applicant Signature / Thumb Impression

Redemption signed by authorized signatories of a Non-Individual investor should be affixed with the official stamp.

Acknowledgement Slip form with fields: Received Redemption Request from Mr./Ms./M/s., Folio No., Scheme Name, for Units, ₹



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## INSTRUCTIONS FOR FILLING UP THE REDEMPTION FORM

Call: 1800 209 0101 • SMS: TMF To 57575 • E-mail: [service@tataamc.com](mailto:service@tataamc.com)



- i. The Redemption form has to be filled with the scheme details within a folio. Investors need to specify the name of the scheme, plan, option and units/ amount they wish to redeem. In case the details are not mentioned, transactions are liable for rejection.
- ii. For redemption of All units, investors need to specify by selecting the "All Units" option. If the redemption request specifies both i.e. unit and amount, the units mentioned shall be considered for the transaction. If there is no sufficient amounts/ units, the balance available free units in the respective account will be redeemed.
- iii. Redemption may not be processed if folio number and full scheme name including plan and option is not mentioned. Investors need to ensure that either of amount or units is mentioned in the redemption request.
- iv. Separate redemption request is required for Regular Plan and Direct Plan. Redemption request is required to clearly contain the name of the Plan / Option failing which the below mentioned business rule will apply:
  - a. If the folio has both the Plans / Option and Both plans have unit balance under same option then redemption will be processed in Plan A
  - b. If the folio has both the Plans / option and One plan has NIL balance and other has unit balance under same option, redemption will be processed from Plan / option which has unit balance
  - c. If the Folio has only one Plan / option then redemption will be processed from that Plan/option
  - d. Folio has both the Plans and Both plans have unit balance under different options then the redemption request will be rejected.
- v. TMF offers a facility to register multiple bank accounts and designate one of the bank account as "Default Bank Account". Default Bank Account will be used for all redemptions payouts unless investor specifies one of the existing registered bank account in the redemption request for receiving redemption proceeds.
- vi. Proceeds of any redemption request will be sent only to a bank account that is already registered and validated in the folio at the time of redemption transaction processing. Investors may choose to mention any of the existing registered bank accounts with redemption request for receiving redemption proceeds. If registered bank account is not mentioned, default bank account will be used. If a new and unregistered bank mandate is provided with a specific redemption request (with or without necessary supporting documents) such bank account will not be considered for payment of redemption proceeds. Tata Asset management Ltd OR Tata mutual Fund will not be liable for any loss arising to the investors due to the credit of redemption proceeds into any of the bank accounts registered with us for the aforesaid folio
- vii. Redemption requests should not be accompanied with requests for Change of Bank Account Details. If the Change of Bank Account Detail request is received along with Redemption requests only the redemption request will be processed and the redemption proceeds will be credited to the last registered bank mandate & the request for Change of bank mandate will be rejected. New bank accounts can only be registered using the designated "Bank Account Registration Form/Multiple Bank Account Registration Form". In case the investor needs to add/alter the existing bank mandate he should carry out the same 10 business days prior to date of redemption.
- viii. Investors holding units in the Depository Account, need to submit the redemption request to Depository Participant/ Broker.
- ix. REGISTRAR:

Computer Age Management Services Pvt. Ltd.: New No. 10 (Old No. 178), M. G. R. Salai, Nungambakkam, Chennai - 600 034. E-mail: [enq\\_t@camsonline.com](mailto:enq_t@camsonline.com)

