



## INSTRUCTIONS FOR SYSTEMATIC WITHDRAWAL PLAN (SWP)

- New Investors investing in a scheme for the first time and wishing to avail of SWP, should fill in all the sections in the Common Application Form. The withdrawal details should be indicated in the SWP section of this form.
- Existing Investors are required to submit only this form indicating the existing Folio/Account Number and withdrawal details in the SWP section.
- Investors should ensure that they have complied with PAN and KYC requirements mentioned in KIM and general instructions, as may be applicable to them while opting for SWP facility.
- Please allow upto 7 days for SWP to be registered and the first SWP transaction to happen. Hence, form should be submitted atleast 7 days before the SWP start date.
- SWP Facility is available only on specific dates of the month viz. 1st / 5th / 10th / 15th/28th. In case of ambiguity / incomplete form, "1st" will be treated as the default option date.
- SWP period has to be for minimum of 6 installments irrespective of frequency i.e. 6 installments in case of monthly option or 6 quarters in case of quarterly option.
- SWP withdrawal request should not be below ₹500/-.
- Where start date is not specified clearly, SWP will be registered to start from a period after 7 days on the SWP date as available/mentioned. Where end date is not specified clearly, SWP will be registered for a period of three years.
- Investors may choose to discontinue this facility by giving 30 days' written notice to AMC or Registrar.

## INSTRUCTIONS FOR SYSTEMATIC TRANSFER PLAN (STP)

- STP is a facility wherein unit holder(s) of open-ended scheme(s) of Taurus Mutual Fund can opt to transfer a fixed amount or fixed units at regular intervals to any other Equity/ELSS open-ended scheme(s) of Taurus Mutual Fund.
- The STP Enrollment Form should be completed in English and in Block Letters only. The STP Enrollment Form complete in all respects, should be submitted at any of the designated Investor Service Centres (ISCs) of Taurus Mutual Fund.
- The minimum number of STP Installments, minimum amount/units are as under:
 

Frequency	Minimum No. Instalments	Minimum STP Amount	Units
Daily	12 Installments	₹500/-	100
Weekly (Friday)	12 Installments	₹500/-	100
Monthly	6 Installments	₹1000/-	100
Quarterly	4 Installments	₹1500/-	100
- For effecting one STP, a single form is sufficient. However for more than one transfer and more than one scheme, please use separate forms for every such transfer.
- The STP Enrollment Form will be registered within 7 business days from the receipt of request. The 1st STP shall commence after registration
  - For clear balance of units after 3 business days
  - For unclear balance of units, after 7 business days of subscription.
- Investors are advised to read the Scheme Information Document(s), Statement of Additional Information & Key Information Memorandum (s) of the Transferee Scheme(s) carefully before investing. The Scheme Information Document(s)/Key Information Memorandum(s) of the respective Scheme(s) are available with the ISCs of Taurus Mutual Fund, brokers/distributors and also displayed at the Taurus Mutual Fund website: [www.taurusmutualfund.com](http://www.taurusmutualfund.com).
- Unit holders should note that unit holders' details and mode of holding (single, jointly, anyone or survivor) in the Transferee Scheme will be as per the existing folio number of the Transferor Scheme.
- In case the chosen STP date falls on a Non-Business Day or falls during a book closure period, the immediate next Business Day will be considered for the purpose of determining the applicability of NAV.
- Exit load, as applicable, will be levied on the transfer of units from the transferor scheme.
- If the amount of units in the folio of Transferor' scheme falls short than the stipulated STP amount in the application then the entire such balance will be transferred to the transferee scheme.
- STP will be automatically terminated if all units are liquidated or withdrawn from the Transferor Scheme or pledged or upon receipt of intimation of death of the unit holder.
- The provision of 'Minimum Redemption Amount' as specified in the Scheme Information document(s) of the Transferor Schemes and 'Minimum Application Amount' specified in the scheme information document of the respective designated Transferee Schemes will be applicable for STP.
- A Statement of Account will be issued in physical form or by e-mail (if opted by the unit holder) to the unit holder. In case of Physical Form - For the first transaction, the Statement will be dispatched within 10 working days and for subsequent frequency of transactions, the Statement will be dispatched within 10 working days at the end of every quarter. In case of specific requests of the investor, Mutual Fund will endeavor to dispatch within 5 working days from date of receipt of such request. In case of electronic form - The Statement shall be sent by e-mail as provided in the form if so mandated. The statement shall be sent on the next business day of the transaction day in a secured password protected form.
- Unit holders shall have the right to discontinue the STP facility at any time by sending a written request on a plain paper to the ISC. Notice of such discontinuance must be received at least 7 days prior to the due date of the next transfer date. On receipt of such request, the STP facility will be terminated.
- Units of Taurus Tax Shield cannot be assigned / transferred / pledged / redeemed / switched - out until completion of 3 years from the date of allotment of the respective units.
- The Trustee reserves the right to change/modify the terms and conditions of the STP.

## INSTRUCTIONS FOR DIVIDEND SWEEP OPTION (DSO)

- Under the Dividend Sweep Option (DSO), the investors may opt to automatically transfer (invest) the net dividend amount (i.e., net of statutory levy / taxes, if any) payable under the Scheme (hereinafter referred to as source Scheme into any other scheme (hereinafter referred to as target Scheme of Taurus Mutual Fund on the ex-dividend date (i.e., immediate next business day after the Record Date) into the Target Scheme as specified by the investor, at the applicable NAV of the Target Scheme and accordingly applicable number of units will be allotted in the Target Scheme, subject to the terms and conditions of the respective Target Scheme.
- "Dividend Sweep" sub option available under Dividend Option for the following schemes :Taurus Liquid Fund (retail plan only), Taurus Ultra Short Term Bond Fund, Taurus Dynamic Income Fund, Taurus Starshare, Taurus Bonanza Fund, Taurus Discovery Fund, Taurus Ethical Fund, Taurus Infrastructure, Taurus Tax Shield, Taurus Nifty Index Fund, Taurus Short Term Income Fund & Taurus MIP Advantage.
- The minimum amount of investment is not applicable for investment made through DSO in the Target Schemes.
- The Units allotted in the Target scheme against investment via DSO will be subject to the applicable Exit Load of the Target scheme.
- Unitholder(s) are advised to read the Scheme Information Documents , Statement of Additional Information and Key Information of Memorandum of Target Scheme(s) carefully before opting for DSO.
- Unit holders who wish to enroll for the DSO facility are required to fill in and submit a prescribed Dividend Sweep Form duly signed and complete in all respects and submit at any of the Official Point of Acceptance (OPA) of Taurus Mutual Fund, separately for each Scheme/Plan/Option.
- The enrolment for DSO facility shall be for all units under the Dividend Option of the respective Source Scheme. Request for dividend sweep into multiple schemes are not allowed, partial Dividend Sweep and partial Dividend Payout /Reinvestment are also not permitted. If the unitholder fails to specify the option i.e growth, bonus or dividend of the target schemes then, the default shall be growth and the default option under dividend shall be dividend re-investment.
- The DSO Enrollment Form is available with the OPAs of TMF and as well as on the website of TMF, namely, [www.taurusmutualfund.com](http://www.taurusmutualfund.com)
- Enrolment under the DSO facility will automatically override any previous instructions of the Unitholder for Dividend Payout or Dividend Reinvestment facility, as the case may be, in the Source Scheme and will also apply to additional units allotted in the Source Scheme subsequently on account of additional subscription / switch-in / SIP / STP etc.
- The request for enrolment for DSO must be submitted at least seven (7) working days prior to the Record Date for the dividend in the Source Scheme. Hence investors should submit the DSO enrolment request sufficiently in advance. In case of this condition not being met, the DSO enrolment would be effective from the immediately succeeding Record Date of the dividend in the Source Scheme. Consequently, any dividend declared between the date of acceptance of the DSO Enrollment Form and date of registration thereof by the Registrar, will be paid out or reinvested in the Source Scheme, as applicable.
- Unit holders will have the right to opt out of DSO facility at any time by submitting a written request. At the time of discontinuation of DSO facility, the unit holders should specify their choice of option i.e. Dividend Reinvestment or Dividend Payout, in the Source Scheme, failing which, the default sub-option, i.e., Dividend Reinvestment will be applicable.
- Request for cancellation of DSO must be submitted at least seven (7) working days prior to the Record Date for the dividend in the Source Scheme. Any dividend declared in the Source Scheme during the interim period will be swept to the Target Scheme.
- The Account Statement for DSO transactions will be sent by post or by email (if email id. is provided) within 30 days of dividend sweep.
- It is expressly clarified that the dividends so swept and invested in Target Scheme shall be constructive payment of dividends to the Unit holder/s and constructive receipt of the same amount from each Unit holder for investment in units of Target Scheme. It is further clarified that the dividend amount transferred would be treated as switch-in / subscription transaction in the Target Scheme and will be liable to PAN and KYC provisions, as may be applicable.
- TAMCO is not guaranteeing or assuring any dividend under any of the schemes. All dividend distributions are subject to investment performance of the respective schemes, availability of distributable surplus and at the discretion of the Trustee.
- The AMC reserves the right to change/ modify the terms and conditions of the DSO without prior notice or without assigning any reason thereof. If DSO facility is withdrawn from any Source Scheme or Target Scheme, all investors who have opted for DSO will be shifted under Dividend Reinvestment Option in the Source Scheme and the unitholders will be sent suitable intimation.