

**SECURITIES AND EXCHANGE BOARD OF INDIA
MUTUAL FUND DEPARTMENT
Mittal Court, A Wing, Gr. Floor,
224, Nariman Point, Mumbai 400 021**

MF/CIR/12/109/2000
February 22, 2000

To:

**All Mutual Funds Registered with SEBI.
Unit Trust of India**

Dear Sirs,

According to our circular letter dated March 31, 1998 all mutual funds are required to submit offer documents in soft copies also for the purpose of displaying them on SEBI website. It has been observed that sometimes the soft copies are not enclosed while filing the offer documents or the files cannot be opened or internal notings/corrections made by mutual funds appear in the soft copies. It results into avoidable correspondence with mutual funds and delays in putting offer documents on the website. Therefore, it has been decided that:

1. All mutual funds must ensure to submit the soft copies of offer documents in HTML format only in a floppy (1.44 MB, write protect mode) placed in a sealed envelope. The mutual funds must go through the offer documents after conversion into HTML format thoroughly to ensure that their internal notings, additions/deletions or corrections do not appear in the final format which is submitted to SEBI. It is to be ensured that the data given in the tables is in systematic order and is aligned properly after conversion into HTML format. It is to be understood that the mutual funds are fully responsible for the contents of soft copies of the offer documents.
2. The mutual funds must submit an undertaking to SEBI while filing the offer document certifying that the information contained in the floppy is in HTML format and matches exactly with the contents of the hard copy.
3. The floppies containing the offer documents should have a sticker giving information like the name of mutual fund and name of the scheme and should be signed by the person who has signed the due diligence certificate.

It may please be noted that if the floppy does not meet the above requirements, the offer document may not be processed. Further, appropriate action may be initiated for non-exercise of due diligence in accordance with SEBI Regulations.

This circular is issued in accordance with provisions of Regulation 77 of the SEBI (Mutual Funds) Regulations, 1996.

Yours faithfully,

**P K NAGPAL
DIVISION CHIEF
MUTUAL FUNDS DEPARTMENT**
