

F	FLEX
S	SYSTEMATIC
T	TRANSFER
P	PLAN

HDFC FLEX SYSTEMATIC TRANSFER PLAN Enrolment Form

(Please refer Product labeling available on page 79 & 81
and terms and conditions / Instructions overleaf)



Enrolment Form No.

KEY PARTNER / AGENT INFORMATION (Investors applying under Direct Plan must mention "Direct" in ARN column.)					FOR OFFICE USE ONLY (TIME STAMP)
ARN/RIA Code/Stock Broker/ Portfolio Manager Registration Number (PMRN)	ARN/RIA/Stock Broker/ Portfolio Manager's Name	Sub Agent's ARN	Bank Branch Code	Internal Code for Sub-Agent/ Employee	Employee Unique Identification Number (EUIIN)
ARN-					

EUIN Declaration (only where EUIN box is left blank) (Refer Instruction 18)

I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of inappropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker.

Sign Here	Sign Here	Sign Here
First/Sole Unit holder / Guardian	Second Unit holder	Third Unit holder

Date: D D M M Y Y Y Y

I/We hereby declare and confirm that I/we have read and agree to abide by the terms and conditions of the scheme related documents and the terms & conditions mentioned overleaf of Flex Systematic Transfer Plan (Flex STP) of the relevant Scheme(s) and hereby apply to the Trustees for enrolment under the Flex STP of the following Scheme(s)/Plan(s)/Options(s). **The ARN holder (AMFI registered Distributor) has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him/them for the different competing Schemes of various Mutual Funds from amongst which the Scheme is being recommended to me/us.**

Please (✓) any one

NEW REGISTRATION

CANCELLATION

Applicant Name:			
1. Folio No. of 'Transferor' Scheme (for existing Unit holder)			
2. Name of 'Transferor' Scheme/Plan/Option	(Investors applying under Direct Plan must mention "Direct" against the Scheme name).		
3. Name of 'Transferee' Scheme/Plan	(Investors applying under Direct Plan must mention "Direct" against the Scheme name). (ONLY GROWTH OPTION)		
4. Amount and Frequency of Flex STP (please ✓ any one)	Amount of Transfer per Installment: Rs. _____ (The transfer amount shall be determined by formula in Instruction 8(a)) <input type="radio"/> Daily No. of Installments: _____ <input type="radio"/> Weekly [Day of Transfer (Please ✓ any one)] <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday ⁺ No. of Installments: _____ <input type="radio"/> Monthly ⁺ <input type="radio"/> Quarterly Date of Transfer (Please ✓ any one) <input type="checkbox"/> 1st <input type="checkbox"/> 5th <input type="checkbox"/> 10th ⁺ <input type="checkbox"/> 15th <input type="checkbox"/> 20th <input type="checkbox"/> 25th		

In case of multiple registrations, please fill up separate Enrolment Forms.

* Refer Instruction 9(b) and 9(c) ⁺ Default Frequency/Date/Day [Refer Instruction 7, 9(h) and 9(i)]

SIGNATURE(S)

First/Sole Unit holder / Guardian

Second Unit holder

Third Unit holder

Please note : Signature(s) should be as it appears in the folio/ on the Application Form and in the same order.
In case the mode of holding is joint, all Unit holders are required to sign.

ACKNOWLEDGEMENT SLIP (To be filled in by the Unit holder)					
HDFC MUTUAL FUND Head Office : HDFC House, 2nd Floor, H.T. Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai - 400 020.			Enrolment Form No.		
Date: <input type="checkbox"/> D <input type="checkbox"/> D <input type="checkbox"/> M <input type="checkbox"/> M <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y <input type="checkbox"/> Y					ISC Stamp & Signature
Received from Mr./Ms.M/s	'Flex STP' application for transfer of Units;				
From Scheme / Plan / Option					
To Scheme / Plan					- Growth Option

TERMS & CONDITIONS / INSTRUCTIONS FOR FLEX STP

1. HDFC Flex Systematic Transfer Plan ("Flex STP") is a facility wherein Unit holder(s) of designated open-ended Scheme(s) of HDFC Mutual Fund can opt to transfer variable amount(s) linked to value of investments under Flex STP on the date of transfer at predetermined intervals from designated open-ended Scheme(s) of HDFC Mutual Fund [hereinafter referred to as "Transferor Scheme(s)"] and the **Growth Option** of designated open-ended Scheme(s) of HDFC Mutual Fund [hereinafter referred to as "Transferee Scheme(s)"]. The Flex STP Facility is available only for units held / to be held in Non - demat Mode in the Transferor and the Transferee Scheme(s).

Investors may opt for either Swing STP or Flex STP registration in a particular target scheme in a folio. Further, multiple Swing STPs or multiple Flex STP registrations in the same target scheme in a folio will also not be allowed.

Currently all open ended schemes (including Direct Plan thereunder) except ETFs are eligible Transferor/ Transferee Schemes for this facility.

The above Scheme(s) are subject to change from time to time. Please contact the nearest Investor Service Centre (ISC) of HDFC Mutual Fund for updated list.

2. Flex STP Enrollment Form should be completed in English and in Block Letters only. Please tick (✓) in the appropriate box (□), where boxes have been provided. The Flex STP Enrollment Form complete in all respects, should be submitted at any of the Official Points of Acceptance of HDFC Mutual Fund.
3. One Flex STP Enrollment Form can be filled for transfer into one Scheme/Plan only.
4. In case of valid enrollment forms received, indicating choice of option other than the Growth Option in the Transferee Scheme, it will be deemed as the **Growth Option** in the Transferee Scheme and processed accordingly.
5. Investors are advised to read the Key Information Memorandum(s) (KIMs) and Scheme Information Document(s) (SIDs) of the Transferee Scheme(s) and Statement of Additional Information (SAI) carefully before investing. The SIDs / KIMs of the respective Scheme(s) and SAI are available with the ISCs of HDFC Mutual Fund / distributors and also displayed at the HDFC Mutual Fund website i.e. www.hdfcfund.com

6. Unit holders should note that unit holders' details and mode of holding (single, joint, anyone or survivor) in the Transferee Scheme will be as per the existing folio number of the Transferor Scheme. Units will be allotted under the same folio number. Unitholders' name should match with the details in the existing folio number, failing which the enrollment form is liable to be rejected.

7. Flex STP offers transfer facility at daily, weekly, monthly and quarterly intervals. Unit holder is free to choose the frequency of such transfers. If no frequency is chosen, Monthly frequency shall be treated as the Default Frequency.

8. a. Under Flex STP, the amount to be transferred in the Transferee Scheme on the date of transfer shall be higher of:
- Fixed amount to be transferred per installment; or
 - The amount determined by the formula: fixed amount to be transferred per installment X number of installments including the current installment) – market value of the investments through Flex STP.

In case the amount (as specified above) to be transferred is not available in the Transferor Scheme in the unit holder's account, the residual amount will be transferred to the Transferee Scheme and Flex STP will be closed.

- b. The Dates of transfers shall be as under:

Daily Interval	Every Business Day
Weekly Interval	Monday, Tuesday, Wednesday, Thursday or Friday
Monthly Interval	On the 1st, 5th, 10th, 15th, 20th or 25th of each month
Quarterly Interval	On the 1st, 5th, 10th 15th, 20th or 25th of the first month of each quarter. The beginning of the quarter could be any month e.g. April, August, October, November, etc.

In case the day/date of transfer 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.

- c. The first Flex STP installment will be processed for the fixed installment amount specified by the Unitholder in the enrollment form. From the second Flex STP installment onwards, the transfer amount shall be computed as per formula stated above.

- d. The total Flex STP amount invested in the Transferee Scheme shall not exceed the total enrollment amount i.e. amount per installment X number of installments.

- e. The redemption/ switch-out of units allotted in the Transferee Scheme shall be processed on First In First Out (FIFO) basis. In case there is a redemption/ switch-out of any units allotted under Flex STP, the balance installments under Flex STP will be processed for the fixed installment amount specified by the unitholder at the time of enrollment subject to clause 8(d) above.

- f. **Illustration 1: How to calculate the transfer amount?**

Flex STP Enrollment Details:

Transferor Scheme	: HDFC Income Fund
Transferee Scheme	: HDFC Top 100 Fund - Growth Option
Date & Frequency of Flex STP	: 15th - Monthly Interval
Amount of Transfer per Installment	: Rs. 5,000/-
Number of Installments	: 12
Enrollment Period	: January - December

Calculation of Flex STP installment amount on the date of the fourth installment i.e. April 15:

- Total units allotted upto the date of last installment i.e. March 15 is assumed as 1,371.22;
- The NAV of HDFC Top 100 Fund - Growth Option on April 15

is assumed as Rs. 9/- per unit;

- Hence the market value of the investment in the Transferee Scheme on the date of transfer is Rs.12,340.91 [1,371.22 X 9].

The installment amount will be calculated as follows:

Fixed amount specified at the time of enrollment	: Rs. 5,000/-
	or
As determined by the formula	: $\frac{[(5,000 \times 4) - 12,340.91]}{12} = \text{Rs. 7,659.09}$

whichever is higher

Hence, on April 15, the installment amount transferred to the Transferee Scheme will be Rs. 7,659.09

Illustration 2: How to calculate the transfer amount?

FLEX STP Enrollment Details :

Transferor Scheme	: HDFC Credit Risk Debt Fund
Transferee Scheme	: HDFC MF Monthly Income Plan - Growth Option
Date & Frequency of Flex STP	: 1st - Monthly Interval
Amount of Transfer	: Rs. 5,000/- per Installment
Number of Installments	: 12
Enrollment Period	: January - December

Calculation of Flex STP installment amount on the date of the seventh installment i.e. July 1:

- Total units allotted upto the date of last installment i.e. June 1 is assumed as 4,196.43;
- NAV of HDFC MF Monthly Income Plan - Growth Option on July 1 is assumed as Rs.10/- per unit;
- Hence the market value of the investment in the Transferee Scheme on the date of transfer is Rs. 41,964.29 [4,196.43 X 10].

The installment amount will be calculated as follows:

Fixed amount specified at the time of enrollment	: Rs. 5,000/-
	or
As determined by the formula	: $\frac{[(5,000 \times 7) - 41,964.29]}{12} = \text{Rs. 6,964.29}$

whichever is higher.

Hence, on July 1, the installment amount transferred to the Transferee Scheme will be Rs. 5,000/-.

Note : The Flex STP installment dates in the illustrations above are assumed to be Business Days.

9. a. The minimum amount per Flex STP installment is as follows:

- Flex STP - Daily & Weekly Interval: Minimum Rs. 500 and any amount thereafter for schemes other than HDFC ELSS Tax saver* and minimum Rs. 500 and in multiples of Rs. 500 thereafter for HDFC ELSS Tax saver*.
- Flex STP - Monthly Interval: Rs. 1,000/- and any amount thereafter.
- Flex STP - Quarterly Interval: Rs. 3,000/- and any amount thereafter.

- b. The minimum number of installments for enrollment under Daily & Weekly Flex STP:

- For schemes other than HDFC ELSS Tax saver* :

 - where installment amount is less than Rs. 1,000/- : 12
 - where installment amount is equal to or greater than Rs. 1,000/- : 6

- For HDFC ELSS Tax saver* : 6

* an open-ended equity linked savings scheme with a lock-in period of 3 years.

- c. There should be a minimum of 6 installments for enrollment under Monthly Flex STP and 2 installments for Quarterly Flex STP.

- d. The minimum Unit holder's account balance or a minimum amount of application at the time of Flex STP enrollment in the Transferor Scheme should be Rs. 12,000.

- e. In case of Flex STP - Daily and Weekly Interval, the commencement date shall be within 15 days from the date of receipt of a valid request.

- f. The application for enrollment for Flex STP - Monthly & Quarterly Interval should be submitted at least 10 Days and not more than 90 days before the desired commencement date.

In case the Start Date is mentioned but End Date is not mentioned, the application will be registered for the minimum number of installments.

In case the End Date is mentioned but Start Date is not mentioned, the application will be registered after expiry of 10 days from submission of the application from the default date i.e. 10th of each month / quarter (or the immediately succeeding Business Day), provided the minimum number of installments are met.

- g. In case of Daily / Weekly Interval and Monthly / Quarterly Interval, Unitholders are required to fill in the number of installments and the enrollment period respectively in the Enrollment Form, failing which the form is liable to be rejected.

- h. In case Day of Transfer has not been indicated under the Weekly frequency, Friday shall be treated as Default day of transfer.

- i. In case, the Enrolment Period has been filled, but the Flex STP Date and/or Frequency (Monthly/Quarterly) has not been indicated, Monthly frequency shall be treated as Default frequency and 10th shall be treated as Default Date.

- j. There is no maximum duration for Flex STP enrollment. Flex STPs will be registered in a folio held by a minor only till the date of the minor attaining majority, even though the instructions may be for a period beyond that date. The Flex STP facility will automatically stand terminated upon the Unit Holder attaining 18 years of age.

Flex STP is only a disciplined way of investing and units may not be allotted on the selected date if the amount is not available for utilization by the Scheme.

10. **In respect of Flex STP enrollments made in the above-mentioned Scheme(s), the Load Structure prevalent at the time of enrollment shall govern the investors during the tenure of the Flex STP.**

Load structure for investments through Flex STP to the Schemes eligible for this facility:

- **Exit Load of the Transferor Scheme(s)**

The amount transferred under the Flex STP from the Transferor Scheme to the Transferee Scheme shall be effected by redeeming units of Transferor Scheme at applicable NAV, after payment of any Exit Load, if any, and subscribing to the units of the Transferee Scheme at Applicable NAV.

- **Exit Load of the Transferee Scheme(s)**

Applicable Exit Load, if any, in the Transferee Scheme / Plan / Option as on the date of enrollment will also be levied.

For Scheme load structure please refer to KIM or contact the nearest Investor Service Centre (ISC) of HDFC Mutual Fund or visit our website www.hdfcfund.com

11. Flex 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.

12. The provision of '**Minimum Redemption Amount**' as specified in the SIDs of the respective designated Transferor Scheme(s) and '**Minimum Application Amount**' specified in the Scheme Information Document(s) of the respective designated Transferee Scheme(s) will not be applicable for Flex STP.

13. Unit holders will have the right to discontinue the Flex STP facility at any time by sending a written request to the ISC. Notice of such discontinuance should be received at least 7 days prior to the due date of the next transfer date. On receipt of such request, the Flex STP facility will be terminated. In case of Flex STP - Daily Interval, termination of Flex STP will be effective not later than the 7th Business Day from the date of receipt of written request.

14. **HDFC Flex STP in any manner whatsoever is not an assurance or promise or guarantee on part of HDFC Mutual Fund/ HDFC Asset Management Company Limited to the Unit holders in terms of returns or capital appreciation or minimization of loss of capital or otherwise.**

15. **Permanent Account Number**

SEBI has made it mandatory for all applicants (in the case of application in joint names, each of the applicants) to mention his/her permanent account number (PAN) {Except as mentioned below} irrespective of the amount of investment. Where the applicant is a minor, and does not possess his / her own PAN, he / she shall quote the PAN of his / her father or mother or the guardian, as the case may be. Applications not complying with the above requirement may not be accepted/ processed. PAN card copy is not required separately if KYC acknowledgement letter is made available with PAN number.

Redemption and related transaction(s) will not be allowed if PAN is not updated in the folios.

For further details, please refer Section 'Permanent Account Number' under Statement of Additional Information available on our website www.hdfcfund.com

PAN Exempt Investments

PAN Exempt KYC Reference Number (PEKRN) holders may enroll for this facility. For further details on PAN exempt Investments, refer Instructions of Scheme Application Form or Statement of Additional Information. However, if the amount per installment is Rs.50,000 or more, in accordance with the extant Income Tax rules, investors will be required to furnish a copy of PAN to the Mutual Fund.

16. **Know Your Customer (KYC) Compliance:** Investors should note that it is mandatory for all registrations for Flex STP to quote the KYC Compliance Status/ KYC Number, as applicable for each applicant (guardian in case of minor) in the application and attach proof of KYC Compliance viz. KYC Acknowledgement Letter. For more details, please refer to the SAI available on our website www.hdfcfund.com

17. Investors with existing Flex STP enrolment, who wish to invest under the Direct Plan of the Transferee Scheme must cancel their existing enrollment and register afresh for the facility.

18. **Investments through distributors**

As per directions of Securities and Exchange Board of India (SEBI), Investors can route their application forms directly and/or through the distributors /employees of the distributor who hold a valid certification from the National Institute of Securities Markets (NISM) and ARN provided by Association of Mutual Funds in India (AMFI). Further, no agents / distributors are entitled to sell units of mutual funds unless the intermediary is registered with AMFI.

Employee Unique Identification Number (EUIIN)

Every employee/ relationship manager/ sales person of the distributor of mutual fund products to quote the EUIIN obtained by him/her from AMFI in the Application Form. Investors are requested to verify the AMFI registration details from their Distributor. However, in case of any exceptional cases, where there is no interaction by the employee/ sales person/relationship manager of the distributor/sub broker with respect to the transaction and EUIIN box is left blank, you are required to provide the duly signed declaration to the effect as given in the form.

New cadre distributors

Postal agents, retired government and semi-government officials (class III and above or equivalent), retired teachers and retired bank officers (all such retired persons with at least 10 years of service) and other similar persons (such as Bank correspondents) as may be notified by AMFI/ the AMC from time to time as new cadre distributors are permitted to sell eligible schemes of the Fund. Details of eligible scheme is available on www.hdfcfund.com. They also hold an EUIIN which must be quoted in the application form. In case your application for subscription through such distributor is not for an eligible scheme, it is liable to be rejected.

These requirements do not apply to Overseas Distributors.

Overseas Distributors

For overseas Distributors, the ARN Code provided by AMFI is required to be incorporated in the space provided. Overseas Distributors are required to comply with the laws, rules and regulations of jurisdictions where they carry out their operations in the capacity of distributors.

19. HDFC Mutual Fund / HDFC Asset Management Company Limited reserve the right to change/modify the terms and conditions of the Flex STP. The Trustee reserves the right to withdraw the Flex STP. For the updated terms and conditions of Flex STP, contact the nearest ISC or visit our website www.hdfcfund.com