

S	SWING
S	SYSTEMATIC
T	TRANSFER
P	PLAN

## HDFC SWING SYSTEMATIC TRANSFER PLAN Enrolment Form

(Please refer Product labeling available on page 79 & 81  
and terms and conditions 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 item no. 2)**  
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 in-appropriateness, if any, provided by the employee/  
relationship manager/sales person of the distributor/sub broker.

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

D	D	M	M	Y	Y	Y	Y
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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 Swing Systematic Transfer Plan (Swing STP) and of the relevant Scheme(s) and hereby apply to the Trustees for enrolment under the Swing 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 ENROLMENT** ☐ **CANCELLATION**

<b>Applicant Name:</b>															
<b>1. Folio No. of 'Transferor' Scheme</b> (for existing Unit holder) / <b>Application No.</b> (for new investor)															
<b>2. Name of 'Transferor' Scheme/Plan/Option</b>		(Investors applying under Direct Plan must mention "Direct" against the Scheme name).													
<b>3. Name of 'Transferee' Scheme/Plan</b>		(Investors applying under Direct Plan must mention "Direct" against the Scheme name). (ONLY GROWTH OPTION)													
<b>4. Frequency of Swing STP @</b> (please ✓ any one Plan/Frequency only)	<input type="radio"/> Weekly <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday*														
<b>5. No. of Installments (for Weekly interval only)</b> [please refer item no. 14(b)]															
<b>6. Date of Transfer for (for Monthly &amp; Quarterly Interval only)</b> (please ✓ any one only)	<input type="checkbox"/> 1st <input type="checkbox"/> 5th <input type="checkbox"/> 10th* <input type="checkbox"/> 15th <input type="checkbox"/> 20th <input type="checkbox"/> 25th														
<b>7. Enrolment Period</b> [please refer item no. 14(b) & (g)]	From : <table border="1"><tr><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> To : <table border="1"><tr><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table> (Not applicable for Weekly Interval) There should be a minimum time gap of 10 days and maximum time gap of 90 days between the date of submission of SWING STP enrolment form and the commencement of the SWING STP facility.			M	M	Y	Y	Y	Y	M	M	Y	Y	Y	Y
M	M	Y	Y	Y	Y										
M	M	Y	Y	Y	Y										
<b>8. First Installment Amount</b> [please refer item no. 14(a)]	Rs. <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> From the 2nd installment onwards, the transfer amount shall be determined by formula in item no. 9 overleaf.														

\* Default Frequency / Date / Day

@ Or immediate next Business Day, if the indicated day is a non Business Day.

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)

Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	<b>HDFC MUTUAL FUND</b> Head Office : HDFC House, 2nd Floor, H.T. Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai - 400 020.	Enrolment Form No.
D	D	M	M	Y	Y	Y	Y			
Received from Mr./Ms.M/s _____ 'Swing STP' application for transfer of Units;		ISC Stamp & Signature								
From Scheme / Plan / Option _____										
To Scheme / Plan / Option _____										
[For any queries please contact our nearest Investor Service Centre or call us at our Customer Service Number 1800 3010 6767 / 1800 419 7676 (Toll Free)]										
e-mail us at: <a href="mailto:hello@hdfcfund.com">hello@hdfcfund.com</a> or  visit our website: <a href="http://www.hdfcfund.com">www.hdfcfund.com</a> Missed Call Number - +91 85069 36767										

## TERMS AND CONDITIONS FOR SWING STP

- Swing STP is a facility wherein unit holder(s) can opt to transfer an amount at regular intervals from designated open-ended Scheme(s) of HDFC Mutual Fund ("Transferor Scheme") to the Growth Option of designated open-ended Scheme(s) of HDFC Mutual Fund ("Transferee Scheme") including a feature of Reverse Transfer from Transferee Scheme into the Transferor Scheme, in order to achieve the Target Market Value on each transfer date in the Transferee Scheme, subject to the terms and conditions of Swing STP. The Swing STP Facility is available only for units held/ to be held in Non - demat Mode in the Transferor and the Transferee Scheme.

**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.**

- Swing STP Enrolment Form should be completed in English and in Block Letters only. Please tick (✓) in the appropriate box (□), where boxes have been provided. The Swing STP Enrolment Form complete in all respects, should be submitted at any of the Official Points of Acceptance of HDFC Mutual Fund.

### 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](http://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.

- A single Swing STP Enrolment Form can be submitted for transfer into one Scheme/Plan/Option only.
- In case of valid enrolment 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.
- Investors are advised to read the relevant Key Information Memorandum(s) (KIMs), Scheme Information Document(s) (SIDs) 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, brokers/distributors and also displayed at the HDFC Mutual Fund website i.e. [www.hdfcfund.com](http://www.hdfcfund.com)

- 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(s) should match with the details in the existing folio number, failing which the Enrolment Form is liable to be rejected.
- Swing STP offers transfer facility at weekly, monthly and quarterly intervals. In case the Frequency (Weekly/ Monthly/Quarterly) and Swing STP date is not indicated, Monthly frequency shall be treated as the Default Frequency. Unit holder is free to choose the frequency of such transfers. The dates of transfers/ default dates shall be as under:

Frequency	Dates of Transfers	Default Date
Weekly Interval	Monday, Tuesday, Wednesday, Thursday, or Friday	Friday
Monthly Interval	On the 1st, 5th, 10th, 15th, 20th or 25th of each month	10th 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.	10th of the first month of each quarter

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 and processing the Application.

- In Swing STP, transfers in Transferee Scheme from the Transferor Scheme are made to achieve the Total Target Market Value in the Transferee Scheme by transferring an amount at regular intervals in such a way so as to increase the Target Market Value of units in the Transferee Scheme systematically by a fixed amount (i.e. the first installment amount specified by the Unitholder) on the date of each transfer till the tenure of the Swing STP. The amount to be transferred will be arrived at on the basis of the difference between the Target Market Value and the actual Market Value of the holdings in the Transferee Scheme on the date of transfer.
- The first Swing STP installment will be processed for the first installment amount specified by the Unit holder at the time of enrollment. From the second Swing STP installment onwards, the transfer amount may be higher/lower than the first installment amount, as derived by the formula stated below:

(First installment amount X Number of installments including the current installment) – Market Value of the investments through Swing STP in the Transferee Scheme on the date of transfer

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

- Reverse Transfer:** On the date of transfer, if the market value of the investments in the Transferee Scheme through Swing STP is higher than the first installment amount X number of installments (including the current installment), then a reverse transfer will be effected from the Transferee Scheme to the Transferor Scheme to the extent of the difference in the amount, in order to arrive at the Target Market Value.
- The total amount invested through Swing STP over its tenure in the Transferee Scheme, may be higher or lower than the Total Target Market Value of the investment (i.e. the first installment amount X total number of installments specified by the Unitholder). This may be on account of fluctuations in the market value of the Transferee Scheme. **If you decide to take up this facility, you should be aware of the possibility, that the total amount invested through Swing STP could be higher or lower than the Total Target Market Value of the investment.**
- 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 Swing STP in the Transferee Scheme by the unit holder, the balance installments under Swing STP will be processed as a normal STP** for the remaining installments by investing the amount indicated as first installment amount, on the date of each transfer over the balance tenure of the Swing STP, subject to availability of unit balance in the Transferor Scheme

## TERMS AND CONDITIONS FOR SWING STP (Contd.)

### 13. How does the Swing STP work?

The following example illustrates how Swing STP – Monthly Interval will work in the Transferee Scheme, if the Target Market Value is to be increased by an amount of Rs. 1,000 every month by way of 12 installments from January to December:

Transfer Date	NAV per unit (Rs.)	Target Market Value of holdings (Rs.)	Market Value of holdings before investment (Rs.)#	Amount Transferred (Rs.)	Units Purchased/ Redeemed*	Total Units held	Total Amount Invested (Rs.)
(1)	(2)	(3)	(4)	(5)=(3)-(4)	(6)=(5) / (2)	(7)=(3)/(2)	(8)
1-Jan	10	1,000	0	1,000	100.00	100.00	1,000
1-Feb	12	2,000	1,200	800	66.67	166.67	1,800
1-Mar	11	3,000	1,833	1,167	106.06	272.73	2,967
1-Apr	9	4,000	2,455	1,545	171.72	444.44	4,512
1-May	7	5,000	3,111	1,889	269.84	714.29	6,401
1-Jun	8	6,000	5,714	286	35.71	750.00	6,687
1-Jul	10	7,000	7,500	-500	-50.00	700.00	6,187
1-Aug	12	8,000	8,400	-400	-33.33	666.67	5,787
1-Sep	13	9,000	8,667	333	25.64	692.31	6,120
1-Oct	14	10,000	9,692	308	21.98	714.29	6,428
1-Nov	15	11,000	10,714	286	19.05	733.33	6,713
1-Dec	16	12,000	11,733	267	16.67	750.00	6,980

\* Reverse Transfer. (-ve) units indicate Reverse Transfer

# Total units before current investment X current NAV

Swing STP consists of two parts (the same is explained in the above table):

i. **Transfer:** The transfers are made in a way to increase the market value systematically by Rs. 1,000 every month. Therefore, in January, there is a transfer worth Rs. 1,000(100 units @ NAV Rs. 10).

• Case 1: If NAV Increases

In the month of February, the NAV of Transferee Scheme rises to Rs. 12. As a result, the market value of the existing 100 units rises to Rs. 1,200. As the target market value after February Swing STP should not exceed Rs. 2,000 the transfer amount will be Rs. 800, this will give an additional 66.67 units @ Rs. 12 to the Transferee Scheme, raising total number of units to 166.67 units.

• Case 2: If NAV Decreases

In the month of March, the NAV of Transferee Scheme falls to Rs. 11. As a result the market value for the 166.67 units falls to Rs.1833 (166.67 X 11). Since the Target Market Value after March Swing STP should be Rs. 3,000, the transfer amount will be Rs. 1,167. This will give an additional 106 units @ Rs. 11 to the Transferee Scheme, raising the total number of units to 272.73 units.

ii. **Reverse Transfer:** When the Market Value of the Transferee Scheme exceeds the Target Market Value (For eg. Market Value is Rs. 7,500 in July prior to the transfer) then a Reverse Transfer will be effected to transfer units from Transferee Scheme to Transferor Scheme for the excess value rather than a transfer from Transferor Scheme to Transferee Scheme. Thus, when the NAV of the Transferee Scheme increased in July, units were taken out (as indicated by the negative sign) worth Rs. 500 (i.e. in excess of Rs. 7,000) thereby reducing the number of units held in the Transferee Scheme.

However, it may be noted that the Total Amount invested through Swing STP could be more than the Total Target Market Value as illustrated below:

Transfer Date	NAV per unit (Rs.)	Target Market Value of holdings (Rs.)	Market Value of holdings before investment (Rs.)#	Amount Transferred (Rs.)	Units Purchased/ Redeemed*	Total Units held	Total Amount Invested (Rs.)
(1)	(2)	(3)	(4)	(5)=(3)-(4)	(6)=(5) / (2)	(7)=(3)/(2)	(8)
1-Jan	21	1,000	0	1,000	47.62	47.62	1,000
1-Feb	18	2,000	857	1,143	63.49	111.11	2,143
1-Mar	20	3,000	2,222	778	38.89	150.00	2,921
1-Apr	19	4,000	2,850	1,150	60.53	210.53	4,071
1-May	16	5,000	3,368	1,632	101.97	312.50	5,702
1-Jun	17	6,000	5,313	688	40.44	352.94	6,390
1-Jul	15	7,000	5,294	1,706	113.73	466.67	8,096
1-Aug	14	8,000	6,533	1,467	104.76	571.43	9,562
1-Sep	16	9,000	9,143	-143	-8.93	562.50	9,419
1-Oct	15	10,000	8,438	1,563	104.17	666.67	10,982
1-Nov	13	11,000	8,667	2,333	179.49	846.15	13,315
1-Dec	11	12,000	9,308	2,692	244.76	1,090.91	16,008

\* Reverse Transfer. (-ve) units indicate Reverse Transfer

# Total units before current investment X current NAV

**Disclaimer:** The above are only illustrations explaining the concept of Swing STP using assumed figures. The illustrations are merely indicative in nature and should not be construed as investment advice. They do not in any manner imply or suggest performance of any HDFC Mutual Fund Schemes(s). Swing STP neither assures a profit nor guarantees protection against a loss in declining market.

14. a. The minimum amount per Swing STP installment shall be as follows:

- Swing STP - 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\*.
- Swing STP - Monthly Interval: Rs. 1,000 and any amount thereafter.
- Swing STP - Quarterly Interval: Rs. 3,000 and any amount thereafter.

The provision of '**Minimum Redemption Amount**' as specified in the Scheme Information Document(s) of the respective designated Transferor Scheme(s) (Transferee Scheme(s) in case of Reverse Transfer) and '**Minimum Application Amount**' specified in the Scheme Information Document(s) of the respective designated Transferee Scheme(s) (Transferor Scheme(s) in case of Reverse Transfer) will not be applicable for Swing STP except for HDFC ELSS Tax saver\*.

b. The minimum number of installments for enrollment under Weekly SWING 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

## TERMS AND CONDITIONS FOR SWING STP (Contd.)

- For HDFC ELSS Tax saver\*: 6

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

There should be a minimum of 6 installments for enrolment under Monthly Swing STP and 2 installments for Quarterly Swing STP.

- c. There is no maximum duration for Swing STP enrollment. However, Swing STP 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 Swing STP facility will automatically stand terminated upon the Unit Holder attaining 18 years of age.
- d. The minimum unit holder's account balance or a minimum amount of application at the time of Swing STP enrolment should be Rs. 12,000.

**Swing 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.**

- e. Unitholders are required to fill in the number of installments in case of Weekly Interval and the enrollment period in case of Monthly/ Quarterly Interval in the Enrollment Form, failing which the Form is liable to be rejected.
- f. In case of Swing STP - Weekly Interval, the commencement date shall be within 15 days from the date of receipt of a valid request.
- g. The application for enrollment for Swing STP - Monthly and Quarterly Intervals should be submitted at least 10 days and not more than 90 days before the desired commencement date.

In case the 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).

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

15. **In respect of units created under Swing STP enrollments made in the above-mentioned Transferor and Transferee Scheme(s) (and in Transferor Scheme for instances of Reverse Transfer), the Load Structure prevalent at the time of enrolment shall govern the investors during the tenure of the Swing STP.**

**For Scheme load structure, please refer to Scheme Information Document/ Key Information Memorandum or contact the nearest Investor Service Centre (ISC) of HDFC Mutual Fund or visit our website [www.hdfcfund.com](http://www.hdfcfund.com)**

16. Swing 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.
17. Unitholders have a right to discontinue the Swing STP facility at any time by sending a written request to the ISC. On receipt of such request, the Swing STP facility will be terminated within 15 days.

Investors with existing Swing 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. **HDFC Swing 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.**

### 19. Taxation:

The redemption of units under Swing STP by way of Transfer/ Reverse transfer would be subject to applicable taxes, if any. For details on taxation, please refer to the Section on 'Taxation on investing in Mutual Funds' in 'Statement of Additional Information ('SAI')'.

In view of individual nature of tax consequences, each client is advised to consult their professional tax advisor in regard to tax treatment for their investments / redemption.

20. HDFC Mutual Fund / HDFC Asset Management Company Limited reserves the right to change/modify the terms and conditions of Swing STP or withdraw the Swing STP at a later date.

For the updated terms and conditions of Swing STP, contact the nearest ISC or visit our website [www.hdfcfund.com](http://www.hdfcfund.com)

### 21. 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](http://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.

22. **Know Your Customer (KYC) Compliance:** Investors should note that it is mandatory for all registrations for Swing 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 Statement of Additional Information ('SAI') available on our website [www.hdfcfund.com](http://www.hdfcfund.com)