

EXISTING SIP MODIFICATION APPLICATION FORM

Important: Please strike out the Section(s) that is/are not used by you to avoid any unauthorised use



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

EUIN Declaration (only where EUIN box is left blank) (Refer Item No. 2(I)a)

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 Applicant/ Guardian	Sign Here _____ Second Applicant	Sign Here _____ Third Applicant								
Date: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td> </tr> </table>			D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			

Change of Scheme/Modification in Existing SIP Change of OTM Bank for Existing SIP

1) INVESTOR DETAILS

Folio No. (For existing Unitholder)

First/ Sole Applicant Details

NAME OF FIRST / SOLE APPLICANT	Mr. Ms. M/s.	
NAME OF THE SECOND APPLICANT	Mr. Ms. M/s.	
NAME OF THE THIRD APPLICANT	Mr. Ms. M/s.	

Applicant	PAN/ PEKRN (Mandatory)	KYC (Mandatory)
Sole / First Applicant		<input type="checkbox"/>
Second Applicant		<input type="checkbox"/>
Third Applicant		<input type="checkbox"/>
Guardian/POA Holder		<input type="checkbox"/>

NAME OF THE GUARDIAN (In case of minor) / CONTACT PERSON - DESIGNATION (In case of Non-individual Investors)/ PoA HOLDER

Mr. Ms. M/s.

RELATIONSHIP WITH MINOR

Mobile No. Email Id

2) CHANGE OF SCHEME/MODIFICATION IN EXISTING SIP [Please tick (✓)]

Particulars	Existing Details	Modification/ New Scheme details												
Scheme Name	HDFC	HDFC												
Plan	<input type="checkbox"/> Regular <input type="checkbox"/> Direct	<input type="checkbox"/> Regular <input type="checkbox"/> Direct												
Option/Sub Option														
SIP Installment Amount	Rs.	Rs.												
SIP date	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>	D	D					<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">D</td><td style="width: 20px;">D</td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>	D	D				
D	D													
D	D													
End Month Year	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td> </tr> </table>	M	M	Y	Y	Y	Y	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">M</td><td style="width: 20px;">M</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td><td style="width: 20px;">Y</td> </tr> </table>	M	M	Y	Y	Y	Y
M	M	Y	Y	Y	Y									
M	M	Y	Y	Y	Y									
SIP Frequency	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly _____ (Any day from Monday to Friday) <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly _____ (Any day from Monday to Friday) <input type="checkbox"/> Monthly* <input type="checkbox"/> Quarterly (*Default, if not selected.)												

3) CHANGE OF OTM BANK FOR EXISTING SIP [Please tick (✓)] (Mention the Existing SIP Scheme Details in point no. 2 under Existing Details)

New Bank Name	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> To be registered (Attach OTM form given below, duly signed along with cancelled cheque of new bank account) <input type="checkbox"/> OTM is already registered
New Bank Account Number	<input style="width: 95%;" type="text"/>	

ACKNOWLEDGEMENT SLIP (To be filled in by the Unit holder)

HDFC MUTUAL FUND		
Date: <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Head Office : HDFC House, 2nd Floor, H.T. Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai - 400 020.	
Folio No. <input style="width: 150px;" type="text"/>	ISC Stamp & Signature	
Received from Mr./Ms./M/s. <input style="width: 150px;" type="text"/>	SIP Modification Application	
New Scheme / Plan / Option <input style="width: 150px;" type="text"/>	Scheme 1	

4) DECLARATION AND SIGNATURE(S)

I/We hereby confirm and declare as under:-

I/We have read, understood and agree to comply with the terms and conditions of the scheme related documents of the Scheme and the terms & conditions of enrolment for Systematic Investment Plan (SIP) and of NACH/ ECS (Debit Clearing) / Direct Debit / Standing Instruction facilities. I/We hereby apply to the Trustees for modification of the SIP.

The ARN holder 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.

SIGNATURE(S)

First/ Sole Unit holder/ Guardian/ POA Holder

Second Unit holder

Third Unit holder

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

INSTRUCTIONS

1. An investor investing through SIP shall have an option to modify the Scheme / Option, SIP installment amount, SIP date, Frequency in the scheme wherein the SIP investments are currently being made.
2. The option to change Plan from Regular to Direct or vice versa would not be available to the investors under this facility.
3. SIP Modification request will be considered as cancellation of existing SIP and registration of Fresh SIP. Hence, Hence, exit Load prevailing on the date of registration of SIP Modification will be applicable. Request has to be submitted atleast 30 days prior to the change to be effected.
4. This facility shall be available only to investors whose SIP is registered through One Time Bank Mandate and the existing OTM should cover all modification requirements like frequency, to date and maximum amount etc.
5. No change in ARN would be allowed. The ARN details mentioned should be the same as registered in existing Folio. In case of mismatch in ARN, the application is liable to be rejected.
6. Modification of SIP request shall be liable for rejection if the modified details do not meet the amount / tenure conditions as per the Scheme Information Document of the respective scheme or the registered mandate.
7. If the investor submits request for Modification of SIP details for a SIP registration where the SIP STEP-UP facility is already registered, the SIP Step-Up facility shall be cancelled immediately upon receipt of modification request.
8. Modify SIP request shall be liable for rejection if the modified details do not meet the amount / tenure conditions as per the Scheme Information Document of the respective scheme or the registered mandate.
9. There should be a minimum of six installments for Monthly, daily, weekly and four installments for Quarterly SIP post modification. Investor may note that the installment will be processed under new scheme, as the case may be, after changing the scheme for respective SIP. All other SIP details like amount, end date, Step-Up, frequency, etc will remain the same.
10. In change of scheme all conditions like exit load, transaction charges, etc will be applicable as per the change request date and new scheme.
11. As per NPCI Circular NPCI/NACH/OC No.012/2023-24, mandate can be registered for a maximum duration of 40 years. An investor has to mandatorily enter the 'End Date' of the mandate by filling the date for a maximum period of 40 years from the start date or less.
12. If the existing SIP end date period is exceeding 40 years, post change of bank mandate the SIP end date will be updated as per the end date of new OTM.

Declaration: I/We hereby declare that the particulars provided in this mandate are correct and complete and hereby agree to participate in the NACH/ECS/Direct Debit/Standing Instructions (SI) and make payments through the NACH platform according to the terms and conditions thereof. I/We further hereby agree and acknowledge that I/we will not hold the AMC and/or responsible for any delay and/or failure in debiting my bank account for reasons not attributable to the negligence and/or misconduct on the part of the AMC I/We hereby declare and confirm that, irrespective of my/our registration of the above mobile number in the 'DO NOT DISTURB (DND)'; 'or in any similar register maintained under applicable laws, now or subsequent to the date hereof, I/We hereby consent to the Bank/AMC communicating with me/us in any manner whatsoever on the said mobile number with respect to the transactions carried out in my/our aforementioned bank account(s). I/We will inform the AMC about any changes in my bank account. I/We hereby agree to abide by the terms and conditions that may be intimated to me/us by the AMC/Bank with respect to the NACH/ECS/Direct Debit/SI from time to time.

Authorisation to Bank: This is to inform that I/We have registered for ECS / NACH (Debit Clearing) / Direct Debit / SI facility and that the payment towards my/our investments in the Schemes of HDFC Mutual Fund shall be made from my/our above mentioned bank account with your Bank. I/We hereby authorize the representatives of HDFC Asset Management Company Limited, Investment Manager to HDFC Mutual Fund carrying this mandate form to get it verified and executed. I/We authorize the Bank to debit my/our above-mentioned bank account for any charges towards mandate verification, registration, transactions, returns, etc, as applicable for my/our participation in NACH/ECS/Direct Debit/SI.



INSTRUCTIONS TO FILL ONE TIME MANDATE (OTM) - PAN LEVEL

- Investor may register for the One Time Mandate (OTM) for NACH/ECS/DIRECT DEBIT/Standing Instruction (SI), as applicable, for payment towards any future purchase transactions (eg lumpsum, SIP) received through any mode i.e. physical or electronic ("OTM facility"). Investors who have already submitted a One Time Mandate (OTM) form i.e. already registered for OTM facility should not submit OTM form again as OTM registration is a one-time process only for each bank account. However, if such investors wish to add a new bank account towards OTM facility may fill the form.
- Investors, who have not registered for OTM facility, may fill the OTM form and submit duly signed with their name mentioned.
- Mobile Number: Unit holder(s) should mandatorily provide their mobile number on the mandate form.
- Where the mode of holding in the bank account is "Joint", the OTM mandate is to be signed by all Jointholders. Unit holder(s) need to provide along with the mandate form an original cancelled cheque (or a copy) with name and account number pre-printed of the bank account to be registered or bank account verification letter for registration of the mandate failing which registration may not be accepted. The Unit holder(s) cheque/ bank account details are subject to third party verification.
- PAN/PEKRN:** Investors, should provide the PAN/PEKRN of the First Holder, as applicable, under Reference 1.
- Investors are deemed to have read and understood the terms and conditions of OTM Facility, SIP registration through OTM facility, the Scheme Information Document, Statement of Additional Information, Key Information Memorandum, Instructions and Addenda issued from time to time of the respective Scheme(s) of HDFC Mutual Fund.
- Date and the validity of the mandate should be mentioned in DD/MM/YYYY format.
- Utility Code of the Service Provider will be mentioned by HDFC Mutual Fund
- Tick on the respective option to select your choice of action and instruction.
- The numeric data like Bank account number, Investors account number should be left padded with zeroes.
- Please mention the Name of Bank and Branch, IFSC / MICR Code.
- The maximum amount per transaction that can be processed must be mentioned in words. The amount in figures should be same as the amount mentioned in words. In case of ambiguity, the mandate will be rejected.
- If the investor wishes to opt for more than one dates / frequencies for debit from the bank account as in case of Systematic Investment Plan, it is advisable to select - "As & when presented".
- As per NPCI Circular NPCI/NACH/OC No.012/2023-24, mandate can be registered for a maximum duration of 40 years. An investor has to mandatorily enter the 'End Date' of the mandate by filling the date for a maximum period of 40 years from the start date or less.
- Please affix the Names of customer/s and signature/s as well as seal of Company (where required) and sign the undertaking.
- Investors enrolling for Daily SIP should select "As & when presented" as payment frequency in the OTM.
- Date has to be filled in mandatorily.