

FOLIO GUARD FACILITY

For Existing Unitholder(s) [except for units held in Demat mode and folios where lien is registered]
Please fill in the information below legibly in English and in CAPITALS

DATE

DD	MM

YYYY			

UNIT HOLDER INFORMATION

Name of the sole/First Unit Holder			
Folio no(s) (with same unit holding pattern)			
OR			
PAN(s) (With same sequence of holding)	First Unit Holder's / Guardian's PAN	Second Unit Holder's PAN	Third Unit Holder's PAN

FOLIO FREEZE / UNFREEZE INSTRUCTIONS

I/We hereby request HDFC Mutual Fund to take the following action for the folios mentioned above:
(Please tick one option and one sub option)

☐ Freeze (Temporary blocking of redemption/switch-out/other transactions)

☐ Freeze until DD-MMM-YYYY

☐ Freeze permanently i.e. until a request for unfreezing is provided by me/us

☐ Unfreeze (Redemption/switch-out/other transactions shall be processed)

(Please note that this request will be processed within 7 working days from the date of submission at an Official Point of Acceptance of HDFC Mutual Fund)

MOBILE NUMBER AND EMAIL ID (MANDATORY FOR FREEZING FOLIOS)

Please update the following details for the folios mentioned above. I/We understand that details available in the folio(s), if any, will be overwritten with the following:

Mobile No. : _____ Email ID : _____

DECLARATION AND UNITHOLDER(S) SIGNATURE(S)

- I/We hereby understand and agree to the following:
- The information given in/with this application form is true and correct and further agree to furnish such other further/additional information as may be required by HDFC Asset Management Company Limited (hereinafter referred to as "the AMC") or RTA/ HDFC Mutual Fund (hereinafter referred to as "the Fund").
 - I/We have read and understood the terms and conditions of the Folio Guard Facility and agree to abide by them.
 - I/We understand that I/we will be required to submit the request for unfreezing/unblocking at least 7 working days before submission of any specified transaction.
 - Redemption request will be automatically rejected if the folio(s) is under freeze/blocked under the Folio Guard Facility.
 - The AMC/Fund will not be held liable/responsible for any loss/damage that may be suffered or incurred if a transaction is rejected when the folio(s) is under freeze/blocked.

First/Sole Unitholder/Guardian

Second Unitholder

Third Unitholder

Notes : (1) This form should be signed by all the holders irrespective of mode of holding under the folio
(2) This form can not be signed by the Power of Attorney holder(s), if any

ACKNOWLEDGEMENT SLIP (To be filled by the Investor) [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)]

HDFC Mutual Fund

Head Office : HDFC House, 2nd Floor, H.T. Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai - 400 020.

Received from Mr./Ms./M/s. _____

A request for the following action to be taken for specified folios (Please tick one option and one sub option) :

- ☐ Freeze (Temporary blocking of redemption/switch-out/other transactions)
- ☐ Freeze until DD-MMM-YYYY
- ☐ Freeze permanently i.e. until a request for unfreezing is provided by me/us
- ☐ Unfreeze (Redemption/switch-out/other transactions shall be processed)

(Please note that this request will be processed within 7 working days from the date of submission at an Official Point of Acceptance of HDFC Mutual Fund)

ISC Stamp & Signature

TERMS AND CONDITIONS

1. Folio Guard Facility (hereinafter referred to as **"the facility"**) is a facility offered by the AMC under which the Unit holder/s may provide specific written request for freezing/blocking of folio/s in order to safeguard the unit holding(s) of the folio/and the AMC would accordingly block/freeze the folio/s as requested.
2. After the folio(s) is/are covered under the facility, transaction requests (including but not restricted to) for redemption/switch/update of demographic information viz., nomination, change of registered bank account etc. (hereinafter referred to as **"specified transactions"**) shall be rejected until by the AMC until a further request for unfreezing/unblocking the folio(s) is submitted and processed by the AMC.
3. This facility enables the Unitholder/s to request for blocking/freezing of specified transactions for debits ONLY in a folio/s as the case may be. However, the AMC/RTA shall without prior approval from the Unitholder(s) process a redemption request issued vide any orders/directives by regulatory/statutory/judicial authorities.
4. This facility enables the Unit holder/s to freeze/block his/her/its folio(s) for either:
 - A definitive period by specifying the start date and the end date OR
 - Permanently i.e. for an indefinite period and till a further request for unfreezing/unblocking of the specified folio/s is provided by the Unitholder/s.
5. Registrations of SIP/STP/SWP/DTP under a folio existing and continuing as on the date the facility request is submitted at the Official Points of Acceptance of HDFC Mutual Fund (hereinafter referred to as **"the Fund"**) will continue.
6. New registrations for all types of STP, DTP and SWP shall be rejected after the facility request is received and processed and until the folio/s are unblocked/unfrozen vide a further request.
7. Corporate actions like dividend payments/reinvestments, maturity and payment in respect of close ended schemes etc. will be processed for folio(s) that are covered under this facility as per the Scheme Documents.
8. Changes to demographic data received from KYC Registration Agencies (i.e. KRAs) and MFU will be updated in the folio/s that are covered under the facility.
9. Transactions initiated vide HDFCFMOnline/HDFCFMMobile/Stock Exchanges/MFU and Channel Partners shall be dealt with in accordance with terms and conditions mentioned herein.
10. This facility is available for all Unit holder/s.
11. For availing this facility, the Unitholder/s are compulsorily required to use the format (as overleaf) for submitting any request for freezing/unfreezing as the case may be.

Freezing of folio(s):

- Unit holder/s shall fill up the request form for the facility, select the "Freeze" option and submit it along with all required information at the nearest Official Point of Acceptance of the Fund.
- An authorized official of the HDFC Asset Management Company Limited (hereinafter referred to as **"the AMC"**) or its RTA shall verify that the form is duly filled and that the signature(s) of the Unit holder(s) are matching with those registered in the records of the Fund.
- The Unit holder/s will be informed about the status of the request for freezing the folio(s) by the AMC or its RTA.
- In case of Joint Holding folio/s all the joint Unitholders are compulsorily required to fill in this request form.

Unfreezing of folio(s):

- Folio(s) covered under this facility can subsequently be released/unblocked by filling up the application form for the facility, selecting the "Unfreeze" option and submitting it along with all required information and documentation at the nearest Official Point of Acceptance of the Fund.
- The AMC or its agents/the Fund reserve the right to insist on any other document/information for unfreezing of the folio(s) at its discretion.
- An authorized official of the AMC or its agent shall verify that the form is duly filled, the supporting documents are valid & adequate and that the signature(s) of the Unit holder(s) are matching with those registered in the records of the Fund.
- The Unit holder/s will be informed about the status of the request by the AMC or its RTA.
- In case of Joint Holding folio/s all the joint Unitholders are compulsorily required to fill in this request form.