HDFC MUTUAL FUND
BHAROSA APNO KA

COMMON TRANSACTION REQUEST - NON FINANCIAL TRANSACTION

Request For	Change of Bank Details / Mode of payout	PAN & KYC Updation	Updation of contact details	Change/Updation of IFSC Code	Consolidation of Folios	Nominee Updation / Cancellation	HDFCMF eServices
Fill Section (s)	A+B+M	A+C+M	A+D+M	A+E+M	A+F+M	A+H+M	A+G+C+M

For Existing Unitholder(s) holding units in physical mode. Please read documentation requirements and Terms and Conditions overleaf. Please fill in the information below legibly in English and in CAPITALS.

IMPORTANT: Please strike off the section(s) that is (are) not used by you to prevent any unauthorized use.

DATE DD MM YYYY

A. UNIT HOLDER INFORMATION

Folio No(s)

Sole/First Unit Holder

B. CHANGE OF BANK MANDATE / MODE OF PAYMENT [Refer (i) from instructions overleaf]

If you wish to change the mode of payout in your folio(s) to 'NEFT/RTGS', fill only the IFSC Code section below and submit a cancelled original cheque leaf OR a copy of cheque leaf.

A/c No. | Account Type [Please tick (✓)] ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ Others

Bank Name :

Branch : | Bank City : | State :

IFSC Code | MICR Code

NOTE :

Unitholders will receive redemption/ IDCW proceeds directly into their bank account via Direct Credit/ NEFT/ECS facility.
Important: Mandatory to attach Old and New Bank Account proof as given in the instruction. The charges, if any, levied by the unit holder's bank for receiving payments (i.e. IDCW / redemption proceeds) through NEFT / RTGS and crediting the unitholder's account, will be borne by the unit holder.

C. PAN AND KYC UPDATION

Sole / First Applicant / Guardian	☐ KYC Letter attached	**Date of Birth**	D D M M Y Y Y Y
Second Applicant	☐ KYC Letter attached	**Date of Birth**	D D M M Y Y Y Y
Third Applicant	☐ KYC Letter attached	**Date of Birth**	D D M M Y Y Y Y

D. NEW CONTACT DETAILS

Sole / First Applicant / Guardian

STD Code | TEL. (Off.) | TEL. (Res.) | Fax

Mobile | E-mail^

This mobile number belongs to (Mandatory Please ✓): ☐ Self ☐ Spouse ☐ Guardian (for minor) ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ POA ☐ PMS ☐ Custodian

This email id belongs to (Mandatory Please ✓): ☐ Self ☐ Spouse ☐ Guardian (for minor) ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ POA ☐ PMS ☐ Custodian

Second Applicant

STD Code | TEL. (Off.) | TEL. (Res.) | Fax

Mobile | E-mail^

This mobile number belongs to (Mandatory Please ✓): ☐ Self ☐ Spouse ☐ Guardian (for minor) ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ POA ☐ PMS ☐ Custodian

This email id belongs to (Mandatory Please ✓): ☐ Self ☐ Spouse ☐ Guardian (for minor) ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ POA ☐ PMS ☐ Custodian

Third Applicant

STD Code | TEL. (Off.) | TEL. (Res.) | Fax

Mobile | E-mail^

This mobile number belongs to (Mandatory Please ✓): ☐ Self ☐ Spouse ☐ Guardian (for minor) ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ POA ☐ PMS ☐ Custodian

This email id belongs to (Mandatory Please ✓): ☐ Self ☐ Spouse ☐ Guardian (for minor) ☐ Dependent Children ☐ Dependent Siblings ☐ Dependent Parents ☐ POA ☐ PMS ☐ Custodian

^ On providing email-id, investors shall mandatorily receive scheme wise annual report or an abridged summary thereof/ account statements / statutory and other documents by email. It is deemed that the unit holder is aware of all the security risks associated with online communication including possible third party interceptions of documents sent via email.

E. CHANGE/UPDATION OF IFSC CODE (Only for registered bank account as per our record)

IFSC Code | A/c No.

Bank Name :

Branch : | Bank City : | State :

Documents to be submitted - Cancelled original cheque

A change of IFSC request should be submitted along with "Cancelled" original personalised cheque leaf (bearing account number and first named unitholder on the face of the cheque). Unit holders should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse.

Note: Unit holders are requested to submit the "Cancelled" original personalised cheque leaf at any of the Investor Service Centre (ISC) of Mutual Fund.

Kindly also provide the Bank Statement/Passbook with current entries not older than 3 months having the Name, IFSC code and Bank Account Number of the unit holder.

ACKNOWLEDGEMENT SLIP (To be filed in by the Investor)

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

DATE D D M M Y Y Y Y | FOLIO NO.

ISC Stamp & Signature

Received from Mr. / Ms.

[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: hello@hdfcfund.com or **visit our website: www.hdfcfund.com** **Missed Call Number - +91 85069 36767**

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Mutual Fund investments are subject to market risks, read all scheme related documents carefully

F. CONSOLIDATION OF FOLIOS [Refer (iii) from instructions overleaf]

I / We wish to consolidate all my / our investments under specified folios into one folio.
Folios to be consolidated (i.e. source folios):

NOTE: For additional folios, if any, use a separate form.

Target folio~**[MANDATORY]** :

1. *This folio has to be one of the source folios.*
2. *After consolidation, the unit holder(s) agree that the details in the target folio will be applicable even if there were different details in source folio(s)*
3. *All Joint holders should sign, even in case of 'Anyone or Survivor'.*
4. *In case there is no nominee in the target folio, please fill section H.*

G. HDFCMF *e*Services

☐ **HDFCMF*Online*** : I / We would like to transact online and so would like to request for Online Access

E-mail: _____ Mother's Maiden Name: _____

The Online Access will be provided subject to form being complete in all aspects. I/We have read and understood the terms and conditions applicable to **HDFCMF*Online*** facility and confirm that I / We shall be bound by them. Terms and conditions are available at our Investor Service Centres or on our website www.hdfcfund.com. Furnishing of your PAN & KYC proof is compulsory for investments irrespective of value. In the absence of PAN & KYC proof such application will not be accepted. In case you have already submitted the PAN proof /KYC compliance proof for the folio(s) mentioned under Section A, you need not attach the document(s) again. **For updation of PAN & KYC, please fill Section C.** For Non-Individual Investors, it is mandatory to provide the Board Resolution along with this request with clear instruction of "Online access is needed" in the Board Resolution.

H. REGISTRATION / CHANGE OF NOMINATION [Refer (iii) from instructions overleaf]

☐ I/We wish to make a nomination. [As per details given below]

OR

☐ I hereby confirm that I do not wish to appoint any nominee(s) to my mutual fund folio at this point of time.

I understand that –

(i) the nomination helps to quickly identify the person for transfer of securities and helps in faster and smoother transmission of my securities to my legal heir(s) after my demise.

(ii) in the absence of a nomination, my legal heir(s) may require the submission of certain additional legal or court-issued documents which may delay the process of transmission of securities to my legal heir(s).

(iii) if no claim is made on the account / folio for a prolonged period after my demise, the holdings may be treated as unclaimed assets, and they may be transferred to Investor Education and protection Fund Authority (IEPF) in accordance with the applicable regulatory framework.

I confirm that I have understood the above implications and that my decision to opt out of nomination is voluntary.

I/We wish to make a nomination and do hereby nominate the following person(s) in the above specified folio(s) who shall receive all the assets held in my / our folio / account in the event of my / our death. This nomination shall supersede any prior nomination made by us/me if any.

1. Mandatory Details

S. No.	Details	1st Nominee	2nd Nominee	3rd Nominee
1	Name of the nominee(s) (Mr./Ms.)			
2	Relationship with the Applicant (Select one)	☐ Spouse ☐ Mother ☐ Father ☐ Daughter ☐ Son ☐ Others ____ *(Please specify)*	☐ Spouse ☐ Mother ☐ Father ☐ Daughter ☐ Son ☐ Others ____ *(Please specify)*	☐ Spouse ☐ Mother ☐ Father ☐ Daughter ☐ Son ☐ Others ____ *(Please specify)*
3	Date of Birth (For Minor)	D D M M Y Y Y Y	D D M M Y Y Y Y	D D M M Y Y Y Y

2. I want the following nomination details to be printed in the account / holding statements (tick one of the boxes below):

☐ Name of the Nominee(s)

☐ Whether nomination given: Yes / No (Default)

3. A. Optional details of nomination:

S. No.	Information	1st Nominee	2nd Nominee	3rd Nominee
a)	% Share of nominee** (equal share if % is not specified)	_____%	_____%	_____%
b)	Mobile of nominee***			
c)	Email ID of nominee***			
d)	Specify Personal identifier document	☐ PAN _____ ☐ Aadhaar (masked last 4 digits) **** **** _____ ☐ Passport (for NRIs/OCIs/PIOs) _____ ☐ Driving license _____	☐ PAN _____ ☐ Aadhaar (masked last 4 digits) **** **** _____ ☐ Passport (for NRIs/OCIs/PIOs) _____ ☐ Driving license _____	☐ PAN _____ ☐ Aadhaar (masked last 4 digits) **** **** _____ ☐ Passport (for NRIs/OCIs/PIOs) _____ ☐ Driving license _____

ACKNOWLEDGEMENT SLIP (To be filled in by the Investor)

Scheme / Plan / Option

Scheme 1

Scheme 2

Scheme 3

[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: hello@hdfcfund.com or visit our website: www.hdfcfund.com Missed Call Number - +91 85069 36767

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H. REGISTRATION / CHANGE OF NOMINATION [Refer (iii) from instructions overleaf] *(Contd...)*

S. No.	Information	1st Nominee	2nd Nominee	3rd Nominee
e)	Guardian Name (in case Nominee is Minor)			

***Any odd lot after division shall be transferred to the first nominee mentioned in the form.*
**** The aforesaid details shall be optionally provided for the Guardian, in case of nominee is a minor.*

This nomination shall supersede any prior nomination made by the account holder(s), if any

Signature(s) - As per mode of holding in MF Folio(s)

Name(s) of holder(s)	Signature(s) of holder****
Sole / First Holder ☐ Mr. ☐ Ms.	
Second Holder ☐ Mr. ☐ Ms.	
Third Holder ☐ Mr. ☐ Ms.	

****If nomination is submitted:
Wet signature (signature of witness shall not be required). However, if thumb impression (instead of wet signature) is affixed, then the same shall be witnessed by two persons and details of such witnesses shall be duly provided in this form.

Name(s) of holder(s)	Thumb Impression	Witness Name & Address	Witness Signature
Sole / First Holder ☐ Mr. ☐ Ms.			
Second Holder ☐ Mr. ☐ Ms.			
Third Holder ☐ Mr. ☐ Ms.			

I. Change of Mode Of Operation (Applicable only if there are more than one applicant in the Folio)

☐ Joint ☐ Any One or Survivor(s)

J. Power of Attorney (POA) ☐ Registration ☐ Cancellation *Please refer the instructions for the documents to be submitted.

Name of POA Holder: PAN No. of POA ☐☐☐☐☐☐☐☐☐☐

K. Change of Income Distribution cum capital withdrawal Option

Scheme Option ☐ Payout to Reinvestment ☐ Reinvestment to Payout

L. Release Unclaimed Amount

☐ I would request you to kindly release the unclaimed amount in the folio to the registered bank account.

M. UNITHOLDER(S) SIGNATURE(S)

Note:

1. To be signed by all unitholders, if mode of holding is joint. In case you have opted for registration/cancellation of nomination and/or consolidation of folios, all joint holders should sign, even in case of 'Anyone or Survivor'.
2. Alterations in the form, if any should be countersigned.

Declaration :

"I/We hereby declare and confirm that the information provided in this form is true and correct and is duly supported by the document proof enclosed alongwith the form. I/We further agree and confirm that in the event there is any discrepancy between the information provided herein and the supporting documents, the AMC/Mutual Fund shall be entitled to reject the form. The AMC/Mutual Fund shall not be liable and/or responsible for any loss or damage that I/we may incur if the Form is rejected."

First/Sole Unitholder/Guardian	Second Unitholder	Third Unitholder

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INSTRUCTIONS

i. Change of Bank Mandate

Proof of any one of the existing bank accounts in the folio and proof of the new bank account mentioned in this application form should be submitted. Any one of the following documents are valid supporting documents for a bank account.

- A cancelled original cheque leaf (where the account number and first Unitholder name is printed on the face of the cheque). Unitholders should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse.
- A letter from the bank on its letterhead certifying that the Unitholder maintains/maintained an account with the bank, the bank account information like bank account number, bank branch, account type, the MICR code of the branch and IFSC Code (where available). The letter should be certified by the bank manager with his/her full signature, name, employee code, bank seal and contact number.
- A copy of the bank pass book or a statement of bank account with current entries not older than 3 months having the name, address and account number of the account holder.
- The copy should be certified by the bank manager with his/her full signature, name, designation, employee code, bank seal and contact number.
  Unitholders may also bring a copy of any of the documents mentioned above along with the original documents to the ISCs/Official Points of Acceptance of HDFC Mutual Fund ("Fund"). The copy of such documents will be verified with the original documents to the satisfaction of the Fund. The original documents will be returned across the counter to the Unitholder after due verification. In case the original of any document is not produced for verification, then the copies should be attested by the bank manager with his/her full signature, name, designation, employee code, bank seal and contact number.
- HDFC AMC / Fund may call for any additional documents if required.
- The new bank account mentioned in this form will be registered as the default account.

In the event of a request for change in bank account information being invalid / incomplete / not satisfactory in respect of signature mismatch/document insufficiency/ not meeting any requirements more specifically as indicated in aforesaid clauses, the request for such change will not be processed. Redemptions / dividend payments, if any, will be processed and the last registered bank account information will be used for such payments to Unit holders.

Unit holders may note that it is desirable to submit their requests for change in bank details atleast 7 days prior to date of redemption / dividend payment, if any and ensure that the request for change in bank mandate has been processed before submitting the redemption request. If change in bank mandate has not been processed, payment will be made in the existing bank account registered in the folio. Further, in the event of a request for redemption of units being received within seven days of change in bank account details, the normal processing time as specified in the Scheme Information Document, may not necessarily apply, however it shall be within the regulatory limits.

Any unregistered bank account or a new bank account mentioned by the Unit holder along with the redemption request may not be considered for payment of redemption /dividend proceeds.

ii. Instructions for Consolidation of Folios

- Folios can be consolidated only if names of the all unit holders (and the pattern of holding), tax status, nomination and mode of operation (single/joint/either or survivor) are same in all source folios.
- All joint holders must sign on consolidation requests irrespective of the mode of operation (single / joint / either or survivor) in the source folios.
- Folios once consolidated cannot be separated.
- Consolidation is effected at the folio level and not at the scheme level.

iii. Instructions for Nomination

Rights, Entitlement and Obligation of the investor and nominee / Instructions

1. If you are opening a new demat account / MF folio, you have to provide nomination. Otherwise, you have to follow the specified procedure for Opt-out
2. The nomination can be made only by individuals applying for/holding units on their own behalf singly or jointly.
3. You can make nomination or change nominee any number of times without any restriction.
4. You are entitled to receive acknowledgement from the AMC / DP for each instance of providing or changing nomination.
5. Non-individuals including a Society, Trust, Body Corporate, Partnership Firm, Karta of Hindu undivided family, a Power of Attorney holder and/or Guardian of Minor unitholder ***cannot nominate***.
6. Nomination is not allowed in a folio where Minor is the unitholder.
7. The signatories for this nomination form in joint folios / account, shall be the same as that of your joint MF folio / demat account. i.e.
   a. 'Either or Survivor' Folios / Accounts - any one of the holders can sign.
   b. 'First holder Folios / Accounts – only First Holder can sign.
   c. 'Jointly' Folios / Accounts - both holders have to sign
8. A minor may be nominated. In that event, the name and address of the Guardian of the minor nominee is to be provided optionally.
9. Nomination can also be in favour of the Central Government, State Government, a local authority, any person designated by virtue of his office or a religious or charitable trust.
10. The Nominee shall not be a trust (other than a religious or charitable trust), society, body corporate, partnership firm, Karta of Hindu Undivided Family, or a Power of Attorney holder.
11. A Non-Resident Indian may be nominated subject to the applicable exchange control regulations.
12. **Multiple Nominees:** Nomination can be made in favour of multiple nominees, subject to a maximum of three nominees. In case of multiple nominees, the percentage of the allocation/ share should be in whole numbers without any decimals, adding upto a total of 100%. If the percentage of allocation/share for each of the nominee is not mentioned, the allocation/ claim settlement shall be made equally amongst all the nominees. Any odd lot after division shall be assigned / transferred to the first nominee mentioned in the form.
13. In case of demise of the investor and any one of the nominees, the regulated entities shall distribute the assets pro-rata to the remaining nominees
14. Every new nomination for a folio/account shall overwrite the existing nomination, if any.
15. Nomination made by a unit holder shall be applicable for units held in all the schemes under the respective folio / account.
16. Nomination shall stand rescinded upon the transfer of units.
17. Transmission of units in favour of a Nominee shall be valid discharge by the asset management company/ Mutual Fund / Trustees against the legal heir(s).
18. The nomination will be registered only when this form is completed in all respects to the satisfaction of the AMC.
19. In respect of folios/accounts where the Nomination has been registered, the AMC will not entertain any request for transmission / claim settlement from any person other than the registered nominee(s), unless so directed by any competent court.

****Joint Accounts:**

Event	Transmission of Account/ Folio to
Demise of one or more joint holder(s)	Surviving holder(s) through name deletion. The surviving holder(s) shall inherit the assets as owners.
Demise of all joint holders simultaneously - having nominee	Nominee
Demise of all joint holders simultaneously - not having nominee	Legal heir(s) of the youngest holder

Transmission aspects

- Upon demise of the investor, the nominees shall have the option to either continue as joint holders with other nominees or for each nominee(s) to open separate single account / folio.
- In case all your nominees do not claim the assets from the AMC / DP, then the residual unclaimed asset shall continue to be with the AMC in case of MF units and with the concerned Depository in case of Demat account.
- Nominee(s) shall extend all possible co-operation to transfer the assets to the legal heir(s) of the deceased investor. In this regard, no dispute shall lie against the AMC / DP.
- Death of Nominee/s: In the event of the nominee(s) pre-deceasing the unitholder(s), the unitholder/s is/are advised to make a fresh nomination soon after the demise of the nominee. The nomination will automatically stand cancelled in the event of the nominee(s) pre-deceasing the unitholder(s). In case of multiple nominations, if any of the nominee is deceased at the time of death claim settlement, the said nominee's share will be distributed on pro-rata basis (as illustrated below) amongst the surviving nominees. Nominee's legal heir cannot claim the assets on behalf of deceased Nominee(s).

% share as specified by investor at the time of nomination		% share to be appointed to surviving nominees upon demise of investor and nominee 'A'			
Nominee	**% Share**	**Nominee**	**% initial share**	**% of A's share to be appointed**	**Total % share**
A	60%	A	0	0	0
B	30%	B	30%	45%	75%
C	10%	C	10%	15%	25%
Total	**100%**	-	**40%**	**60%**	**100%**

iv. Instructions for Power of Attorney

- PAN and KYC of POA is mandatory
- Notarized copy of POA Agreement (To be submitted on Non-Judicial Stamp Paper of Rs. 500)
- POA Agreement should have investor and authorized signatory's name, signatures and investment details
- POA cannot nominate
- In case the POA is a Non Individual, Authorized Signatory List & Board Resolution needs to be submitted

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