



## DOCUMENTS REQUIRED

### Any of the following documents are valid supporting documents for registration of a bank account:

- (1) 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.
- (2) 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 & 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.
- (3) A copy of the bank pass book or a statement of bank account with current entries not older than 3 months having the name and address of the account holder and account number. The copy should be certified by the bank manager with his / her full signature, name, employee code, bank seal and contact number.
- (4) 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. The copy of such documents will be verified with the original documents to the satisfaction of HDFC Mutual Fund. The originals 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, employee code, bank seal and contact number.

**IMPORTANT:** For substitution of a bank account registered in the folio, the aforesaid supporting documents have to be submitted for:

1. The bank account already registered in the folio sought to be substituted
2. The new bank account

## TERMS AND CONDITIONS

1. HDFC Mutual Fund offers a facility to individual investors for registering upto 5 bank accounts in a folio (10 for non-individual investors) for receiving redemption proceeds (hereinafter referred to as "the facility"). This application form has to be used for:
  - a. Substituting a bank account already registered in the folio.
  - b. Interchanging the "Default" bank account with another bank account already registered in the folio.
2. Unitholder(s) will be required to use multiple application forms to substitute more than 1 bank account already registered in the folio.
3. In case of folios that have availed for the facility, any change(s) in the registered bank accounts will be completed within 10 calendar days from the receipt of the application form for the same. The requests for change in the registered bank account(s) should be received on this application form only. Requests received on a plain paper are liable to be rejected.
4. A letter confirming the change(s) to multiple bank accounts registered will be dispatched within 2 weeks of the receipt of the application form. Unitholder(s) should preserve this letter for their reference since bank account details are masked (i.e. partially displayed) on the account statement.
5. In case of inability to process the request for substitution / interchange of multiple bank accounts, an intimation will be sent to Unitholder(s).
6. The facility of receiving direct credit of redemption / dividend proceeds into the account is available with Royal Bank of Scotland N.V., Axis Bank Ltd., Citibank N.A., Deutsche Bank AG, HDFC Bank Limited, The Hongkong and Shanghai Banking Corporation, ICICI Bank Limited, IDBI Bank Limited, Kotak Mahindra Bank Limited, Standard Chartered Bank and Yes Bank Limited. This list of banks is subject to change.
7. Unitholder(s) cannot provide the bank account(s) of any other person to receive the redemption / dividend proceeds in their folio. Unitholder(s) have to submit valid supporting documents for each bank account that they wish to register for receiving redemption / dividend proceeds in the folio. These documents should conclusively prove that the bank accounts provided pertain to the sole / first Unitholder
8. If this form is submitted along with a redemption request, the new bank account may not be considered for payment of redemption amount.
9. HDFC Mutual Fund or HDFC Asset Management Company Limited shall not be held liable for any loss arising to the unitholder(s) due to the credit of the redemption / dividend proceeds into any of the bank accounts registered with us for the aforesaid folio.