



# COMMON TRANSACTION REQUEST - NON FINANCIAL TRANSACTION

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

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.

Ac 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/ dividend proceeds directly into their bank account via Direct Credit/ NEFT/ECS facility.  
 I/We want to receive the redemption / dividend proceeds (if any) by way of a cheque / demand draft instead of direct credit / credit through NEFT system / credit through ECS (only for dividend) into my / our bank account.  [Please tick (✓)]

**Important:** The charges, if any, levied by the unit holder's bank for receiving payments (i.e. dividend / 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	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> KYC Letter attached
Second Applicant	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> KYC Letter attached
Third Applicant	<input style="width: 100%;" type="text"/>	<input type="checkbox"/> KYC Letter attached

**D. CHANGE OF ADDRESS [Refer (ii) from instructions overleaf]**

New Address

State  Pin  City  Country

**E. NEW CONTACT DETAILS**

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

Mobile  E-mail^

^ 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.

**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):

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**Target folio~[MANDATORY] :**

~ 1. This folio has to be one of the source folios.  
 2. After consolidation, the unit holder(s) agree that the mode of holding, bank mandate, address and nomination 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 G.

**G. REGISTRATION / CHANGE / CANCELLATION OF NOMINATION [Refer (iv) from instructions overleaf]**

I / We wish to nominate  I / We do not wish to nominate

I / We\* do hereby nominate the person(s) more particularly described hereunder/ and\* / cancel the nomination made by me/ us on the day of in respect of the Units under Folio No. (\*strike out which is not applicable). All Joint holders should sign, even in case of 'Anyone or Survivor'.

	Name and address of Nominee(s)	Date of Birth	Name & Address of the Guardian	Signature of Nominee/ Guardian of Nominee (Optional)	Proportion (%) by which the units will be shared by each Nominee \$
	(to be furnished in case the Nominee is a minor)				
Nominee 1	<input style="width: 90%; height: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 90%; height: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Nominee 2	<input style="width: 90%; height: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 90%; height: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Nominee 3	<input style="width: 90%; height: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 90%; height: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

\$ The allocation/share should be in whole numbers without any decimals making a total of 100 percent. If the percentage of share is not mentioned then the claim will be settled equally amongst all the indicated nominee(s)

## H. HDFCFM eServices

**HDFCFM Online** : I / We would like to transact online and so would like to register for my / our HDFCFM Personal Identification Number (HPIN)

E-mail: \_\_\_\_\_ Mother's Maiden Name : \_\_\_\_\_

The HPIN will be allotted subject to form being complete in all aspects. In case of multiple Folios, one HPIN per Folio will be allotted. I/We have read and understood the terms and conditions applicable to **HDFCFM 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.**

## I. UNITHOLDER(S) SIGNATURE(S)

### Note:

- 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'.
- 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

## 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. Change of Address

Please submit ANY ONE of the following valid documents for proof of new address (self attested)

- Passport
- Ration card
- Registered Lease/Sale Agreement of Residence
- Driving License
- Voter Identity Card
- Latest Bank A/c Statement/Passbook
- \*Latest Telephone Bill (only Land Line)
- \*Latest Electricity Bill
- \*Latest Gas Bill

\*Not more than 3 Months old.

Please always mention the Pincode while updating the address as it helps postal authorities and couriers in faster delivery. **Change of address request for folios that are KRA compliant will not be registered by the fund and investor should get the address updated with KRA first.** For Non KYC folios-Attach Proof of address AND PAN Card (OR Any other Proof of Identity for PAN exempt cases only). Copies of all documents submitted should be self attested and accompanied by originals for verification or they should be attested by a KYD complied distributor or personnel / entities authorized for attesting as per KYC guidelines.

### iii. Instructions for Consolidation

- Folios can be consolidated only if names of the all unit holders (and the pattern of holding), tax status 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.

### iv. Instructions for Nomination

- Nomination ensures all rights and/or amount(s) payable in respect of the holdings in Schemes of HDFC Mutual Fund would vest in and be transferred to the nominee upon death of the Unit holder. The nominee receives the units only as agent and trustee for the legal heirs or legatees as the case may be. Investors should opt for the nomination facility to avoid hassles and inconveniences in case of unforeseen events in future
- Nomination by a unit holder shall be applicable for investments in all schemes in the folio or account.
- Every new nomination for a folio/account will overwrite the existing nomination. Nomination will be subject to the provisions of the respective Scheme Information Document.
- Nomination shall be mandatory for new folios/accounts opened by an individual especially with sole holding and no new folios/accounts for individuals (with sole holding) would be opened without nomination. However, investors who do not wish to nominate must sign separately confirming their non-intention to nominate. In case nomination/non-intention to nominate is not provided by Individual (with sole holding) the application is liable to be rejected.
- The nomination can be made only by individuals applying for/ holding units on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, karta of Hindu undivided family, holder of Power of Attorney cannot nominate. Nomination shall not be allowed in a folio held on behalf of a minor. In case a folio has joint holders, all joint holders should sign the request for nomination/cancellation of nomination, even if the mode of holding is not "joint".
- Minor(s) can be nominated and in that event, the name, address and signature of the guardian of the minor nominee(s) shall be provided by the unitholder. 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.
- 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. A non-resident Indian can be a Nominee subject to the exchange controls in force, from time to time.
- Nomination in respect of the units stands rescinded upon the transfer of units. Transfer of units in favour of Nominee(s) shall be valid discharge by the AMC against the legal heirs.
- Cancellation of nomination can be made only by those individuals who hold units on their own behalf singly or jointly and who made the original nomination.
- On cancellation of the nomination, the nomination shall stand rescinded and the AMC shall not be under any obligation to transfer the units in favour of the Nominee(s).
- Nomination can be made for maximum number of three nominees. In case of multiple nominees, the percentage of allocation/share in favour of each of the nominees should be indicated against their name and such allocation/share should be in whole numbers without any decimals making a total of 100 percent.
- In the event of the Unitholders not indicating the percentage of allocation/share for each of the nominees, HDFC Mutual Fund/ HDFC Asset Management Company Limited (AMC), by invoking default option shall settle the claim equally amongst all the nominees.
- In case of investors opting to hold the Units in demat form, the nomination details provided by the investor to the depository participant will be applicable.