

## 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+G+M	A+H+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)	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Sole/First Unit Holder	<input style="width: 95%;" type="text"/>				

### 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. <input style="width: 95%;" type="text"/>	Account Type [Please tick (✓)] <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRE <input type="checkbox"/> NRO <input type="checkbox"/> FCNR <input type="checkbox"/> Others _____
Bank Name : <input style="width: 95%;" type="text"/>	
Branch : <input style="width: 95%;" type="text"/>	Bank City : <input style="width: 95%;" type="text"/>
State : <input style="width: 95%;" type="text"/>	
IFSC Code <input style="width: 95%;" type="text"/>	MICR Code <input style="width: 95%;" type="text"/>

**NOTE :**

Unitholders will receive redemption/ IDCW proceeds directly into their bank account via Direct Credit/ NEFT/ECS facility.  
**Important:** 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 <input style="width: 95%;" type="text"/>	<input type="checkbox"/> KYC Letter attached
Second Applicant <input style="width: 95%;" type="text"/>	<input type="checkbox"/> KYC Letter attached
Third Applicant <input style="width: 95%;" type="text"/>	<input type="checkbox"/> KYC Letter attached

### D. NEW CONTACT DETAILS

STD Code <input style="width: 95%;" type="text"/>	TEL. (Off.) <input style="width: 95%;" type="text"/>	TEL. (Res.) <input style="width: 95%;" type="text"/>	Fax <input style="width: 95%;" type="text"/>
Mobile <input style="width: 95%;" type="text"/>	E-mail^ <input style="width: 95%;" type="text"/>		
This email id belongs to (Mandatory Please ✓): <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Guardian (for minor) <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Siblings <input type="checkbox"/> Dependent Parents <input type="checkbox"/> POA <input type="checkbox"/> PMS <input type="checkbox"/> Custodian This mobile number belongs to (Mandatory Please ✓): <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Guardian (for minor) <input type="checkbox"/> Dependent Children <input type="checkbox"/> Dependent Siblings <input type="checkbox"/> Dependent Parents <input type="checkbox"/> POA <input type="checkbox"/> PMS <input type="checkbox"/> 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 <input style="width: 95%;" type="text"/>	A/c No. <input style="width: 95%;" type="text"/>
Bank Name : <input style="width: 95%;" type="text"/>	
Branch : <input style="width: 95%;" type="text"/>	Bank City : <input style="width: 95%;" type="text"/>
State : <input style="width: 95%;" type="text"/>	

**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.

### 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: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

*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 G.

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

I/We wish to nominate as under: **OR**  I / We hereby confirm that I / We do not wish to appoint any nominee(s) for my mutual fund units held in my / our mutual fund folio and understand the implications / issues involved in non-appointment of any nominee(s) and am/ are further aware that in case of my demise / death of all the unit holders in the folio, my / our legal heir(s) would need to submit all the requisite documents issued by the Court or such other competent authority, as may be required by the Mutual Fund / AMC for settlement of death claim / transmission of units in favour of the legal heir(s), based on the value of the units held in the mutual fund folio/s.

Name and Address of Nominee(s) (IN CAPITALS) (Mandatory)	PAN	Nominee Relationship (Mandatory)*	Date of Birth	Name of the Guardian (Mandatory) PAN and Address of Guardian (Optional) <small>(Mandatory to be furnished in case the Nominee is a minor)</small>	Signature of Nominee (Optional)/ Guardian of Nominee (Mandatory)	Proportion (%) in which the units will be shared by each Nominee (should aggregate to 100%) (Mandatory)
Nominee 1				PAN: _____		
Nominee 2				PAN: _____		
Nominee 3				PAN: _____		

\* For all cases. Where nominee is a minor, also provide guardian's relationship with Minor here.  Mother  Father  Legal Guardian

**Proof of Relationship of Guardian with Minor:**  Birth Certificate  Leaving Certificate  Passport  Others \_\_\_\_\_

I/We have read and understood the instructions on nomination and I/We hereby undertake to abide by the same. The instructions contained herein supercedes all previous nominations made by me/us in respect of the folio(s) mentioned above. **To be signed by ALL holders, irrespective of Mode of Holding or Mode of Operation**

POA holder cannot nominate.	First / Sole Applicant _____	Second Applicant _____	Third Applicant _____
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## H. HDFCFM eServices

**HDFCFM 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 **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](http://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. 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

1. The nomination should be made by all individuals applying for/holding units on their own behalf singly or jointly.
2. 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.
3. Nomination is not allowed in a folio of a Minor unitholder.
4. If the units are held jointly (i.e., in case of multiple unitholders in the folio), all joint holders need to sign the Nomination Form (even if the mode of holding/operation is on "Anyone or Survivor" basis).
5. A minor may be nominated. In that event, the name and address of the Guardian of the minor nominee needs to be provided.
6. 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.
7. 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.
8. A Non-Resident Indian may be nominated subject to the applicable exchange control regulations.
9. **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 total percentage of allocation amongst multiple nominees does not add up to 100%, the nomination request shall be treated as invalid and rejected. 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.
10. Every new nomination for a folio/account shall overwrite the existing nomination, if any.
11. Nomination made by a unit holder shall be applicable for units held in all the schemes under the respective folio / account.
12. Nomination shall stand rescinded upon the transfer of units.
13. **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) predeceasing 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 equally amongst the surviving nominees.
14. **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).**
15. **Cancellation of Nomination:** Request for cancellation of Nomination made can be made only by the unitholders. The nomination shall stand rescinded on cancellation of the nomination and the AMC shall not be under any obligation to transfer / transmit the units in favour of the Nominee.
16. Unitholders who do not wish to nominate are required to confirm the same by indicating their choice in the space provided in the nomination form.
17. The nomination will be registered only when this form is completed in all respects to the satisfaction of the AMC.
18. 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.
19. In case of existing Folio(s) where individual unit holder(s) holding mutual fund units either solely or jointly who have not registered nomination, the folio(s) shall be frozen for debit(s) after March 31, 2023.
20. In case of investors subscribing to mutual fund units on or after under new October 1, 2022 folios, applications where details of nomination/intention to opt out of nomination, has not been provided, are liable to be rejected.

The above instructions may stand modified as may be specified by SEBI from time to time.