

OTM Debit Mandate Form NACH/ECS/DIRECT DEBIT/SI

Date

[Applicable for Lumpsum Additional Purchases as well as SIP Registrations]

(tick✓)

CREATE MODIFY CANCEL

Sponsor Bank Code: Utility Code:

I/We hereby authorize: to debit (tick✓) SB / CA / CC / SB-NRE / SB-NRO / Other

Bank A/c No.:

With Bank: IFSC: OR MICR:

an amount of Rupees ₹

FREQUENCY: Monthly Quarterly Half Yearly Yearly As & when presented DEBIT TYPE: Fixed Amount Maximum Amount

Reference 1: Folio No: Phone No:

Reference 2: Appln No: Email ID:

I agree for the debit of mandate processing charges by the bank whom I am authorizing to debit my account as per latest schedule of charges of the bank.

PERIOD: From to or Until Cancelled

Signature of Primary Account Holder: _____ Signature of Account Holder: _____ Signature of Account Holder: _____

1. _____ 2. _____ 3. _____
Name as in Bank Records Name as in Bank Records Name as in Bank Records

This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorizing the User entity/ corporate to debit my account, based on the instructions as agreed and signed by me. I have understood that I am authorized to cancel/ amend the mandate by appropriately communicating the cancellation/ amendment request to the User entity/ corporate or the bank where I have authorized the debit.

SIP Registration/Renewal Form (for OTM registered investors only)

Please tick ✓ as applicable:

OTM Debit Mandate is already registered in the folio. [No need to submit again]. SIP Auto debit can start in TEN Days i.e. for debit date 15th, form can be submitted till 4th of the month.

OTM Debit Mandate is attached and to be registered in the folio. SIP Auto debit will start after mandate registration which takes Ten to Thirty days depending on NACH or ECS modalities.

The total of all installments in a day should be less than or equal to the amount as mentioned in One Time Mandate already registered or submitted, if not registered.

KEY PARTNER / AGENT INFORMATION (Investors applying under Direct Plan must mention "Direct" in ARN column.)						FOR OFFICE USE ONLY (TIME STAMP)
ARN	ARN Name	Sub-Agent's ARN	Bank Branch Code	Internal Code for Sub-Agent/Employee	Employee Unique Identification Number (EUIN)	
ARN-						

EUIN Declaration (only where EUIN box is left blank)
I/We hereby confirm that the EUIN box has been intentionally left blank by me/us as this transaction is executed without any interaction or advice by the employee/relationship manager/sales person of the above distributor/sub broker or notwithstanding the advice of in-appropriateness, if any, provided by the employee/relationship manager/sales person of the distributor/sub broker.

Transaction Charges for Applications through Distributors only (Please tick (✓) any one)

I confirm that I am a **First time** investor across Mutual Funds. (Rs. 150 deductible as Transaction Charge and payable to the Distributor)

I confirm that I am an existing investor in Mutual Funds. (Rs. 100 deductible as Transaction Charge and payable to the Distributor)

Signature: First/ Sole Applicant/ Guardian, Second Applicant, Third Applicant

Investor Name:

Existing Investor Folio No. OR New Investor Application no.

PAN/PEKRN & KYC# (Mandatory)

Please attach Proof. If PAN/PEKRN/KYC is already validated please don't attach any proof. *Default

Sr. No.	Scheme/Plan/Option/Sub-option	SIP Installment Amount (₹)	SIP Date	Frequency	Start Month/Year	End Month/Year (Default Dec 2032)*
1.			<input type="checkbox"/> 1 st <input type="checkbox"/> 5 th <input type="checkbox"/> 10 th <input type="checkbox"/> 15 th <input type="checkbox"/> 20 th <input type="checkbox"/> 25 th	<input type="checkbox"/> Monthly* <input type="checkbox"/> Quarterly	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SIP Top-up (Optional) (Please ✓ to avail this facility)

Top-up Amount (Rs.) (The amount should be in multiples of Rs. 500 only)

SIP Top-up Frequency: Half-yearly Yearly (Quarterly SIP offers top-up frequency at yearly intervals only)

Maximum amount of debit (SIP + Top-up) under direct debit facility for investors with bank accounts with State Bank of India shall not exceed **Rs. 5,00,000/-** per installment.

UNIT HOLDING OPTION **DEMAT MODE*** **PHYSICAL MODE (Default)** (refer instruction 10)

*Demat Account details are mandatory if the investor wishes to hold the units in Demat Mode

NSDL DP Name DP ID Beneficiary Account No.

CDSL DP Name Beneficiary Account No.

*Investor opting to hold units in demat form, may provide a copy of the DP statement enable us to match the demat details as stated in the application form.

I/WE WOULD LIKE TO INVEST TO MEET MY/OUR FINANCIAL GOALS (choose anyone (✓))

Marriage Dream Home Dream Car Children's Education Children's Marriage World Tour Retirement | Target Amount

I/We hereby confirm and declare as under:-
I/We have read, understood and agree to comply with the terms and conditions of OTM Facility, Scheme related documents of the Scheme and the terms & conditions of enrolment for Systematic Investment Plan (SIP). The ARN holder has disclosed to me/us all the commissions (in the form of trail commission or any other mode), payable to him/them for the different competing Schemes of various mutual Funds from amongst which the Scheme is being recommended to me/us.

First Unit Holder's Signature _____ Second Unit Holder's Signature _____ Third Unit Holder's Signature _____

ACKNOWLEDGEMENT SLIP (To be filled in by the Distributor (ARN Holder))

HDFC MUTUAL FUND

Date: _____ Head Office : HDFC House, 2nd Floor, H.T. Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai - 400 020. ISC Stamp & Signature

Folio No. _____ Received from: _____

OTM DEBIT MANADATE FORM SIP FORM

Declaration: I/We hereby declare that the particulars provided in this mandate are correct and complete and hereby agree to participate in the NACH/ECS/Direct Debit/Standing Instructions (SI) and make payments through the NACH platform according to the terms and conditions thereof. I/We further hereby agree and acknowledge that I/we will not hold the AMC and/or responsible for any delay and/or failure in debiting my bank account for reasons not attributable to the negligence and/or misconduct on the part of the AMC I/We hereby declare and confirm that, irrespective of my/our registration of the above mobile number in the 'DO NOT DISTURB (DND)', 'or in any similar register maintained under applicable laws, now or subsequent to the date hereof, I/We hereby consent to the Bank communicating with me/us in any manner whatsoever on the said mobile number with respect to the transactions carried out in my/our aforementioned bank account(s). I/We hereby agree to abide by the terms and conditions that may be intimated to me/us by the AMC/Bank with respect to the NACH/ECS/Direct Debit/SI from time to time.

Authorisation to Bank: This is to inform that I/We have registered for ECS / NACH (Debit Clearing) / Direct Debit / SI facility and that the payment towards my/our investments in the Schemes of HDFC Mutual Fund shall be made from my/our above mentioned bank account with your Bank. I/We hereby authorize the representatives of HDFC Asset Management Company Limited, Investment Manager to HDFC Mutual Fund carrying this mandate form to get it verified and executed. I/We authorize the Bank to debit my/our above-mentioned bank account for any charges towards mandate verification, registration, transactions, returns, etc, as applicable for my/our participation in NACH/ECS/Direct Debit/SI.



INSTRUCTIONS TO FILL ONE TIME MANDATE (OTM)

1. Investors who have already submitted a One Time Mandate (OTM) form or already registered for OTM facility should not submit OTM form again as OTM registration is a one-time process only for each bank account. However, if such investors wish to add a new bank account towards OTM facility may fill the form.
2. Investors, who have not registered for OTM facility, may fill the OTM form and submit duly signed with their name mentioned.
3. Mobile Number and Email Id: Unit holder(s) should mandatorily provide their mobile number and email id on the mandate form. Where the mobile number and email id mentioned on the mandate form differs from the ones as already existing in the folio, the details provided on the mandate will be updated in the folio. All future communication whatsoever would be, thereafter, sent to the updated mobile number and email id.
4. Unit holder(s) need to provide along with the mandate form an original cancelled cheque (or a copy) with name and account number pre-printed of the bank account to be registered or bank account verification letter for registration of the mandate failing which registration may not be accepted. The Unit holder(s) cheque/ bank account details are subject to third party verification.
5. Investors are deemed to have read and understood the terms and conditions of OTM Facility, SIP registration through OTM facility, the Scheme Information Document, Statement of Additional Information, Key Information Memorandum, Instructions and Addenda issued from time to time of the respective Scheme(s) of HDFC Mutual Fund.
6. Date and the validity of the mandate should be mentioned in DD/MM/YYYY format.
7. Utility Code of the Service Provider will be mentioned by HDFC Mutual Fund
8. Tick on the respective option to select your choice of action and instruction.
9. The numeric data like Bank account number, Investors account number should be left padded with zeroes.
10. Please mention the Name of Bank and Branch, IFSC / MICR Code also provide An Original Cancelled copy of the cheque of the same bank account registered in One Time Mandate.
11. Amount payable for service or maximum amount per transaction that could be processed in words. The amount in figures should be same as the amount mentioned in words, in case of ambiguity the mandate will be rejected.
12. For the convenience of the investors the frequency of the mandate will be "As and When Presented"
13. There is no maximum duration for enrolment.

An investor has an option to choose the 'End Date' of the SIP by filling the date or the Default Date i.e. December 2032 will be the end date.
14. Please affix the Names of customer/s and signature/s as well as seal of Company (where required) and sign the undertaking.



SIP/ MICRO SIP TERMS & CONDITIONS FOR NACH/ ECS (DIRECT CLEARING) / DIRECT DEBIT FACILITY / STANDING INSTRUCTION

The form can be used by investors who wish to enroll for SIP or Micro SIP (PAN exempt investments) facility with OTM Facility.

Micro Systematic Investment Plans (Micro SIPs) where aggregate of investments (Lumpsum plus SIP) in a rolling 12 month period or in a financial year i.e. April to March do not exceed Rs. 50,000 shall be exempt from the requirement of PAN. However, such investors shall be required to quote PAN Exempt KYC Reference Number (PEKRN) details of which are given in PAN Exempt Investments in point no. 15 below.

1. SIP (includes reference to Micro SIP) is available to investors in the following Scheme(s) (including Direct Plan thereunder) of HDFC Mutual Fund: HDFC Growth Fund, HDFC Equity Fund, HDFC Top 200 Fund, HDFC Capital Builder Fund, HDFC Index Fund, HDFC Children's Gift Fund, HDFC Balanced Fund, HDFC Prudence Fund, HDFC Long Term Advantage Fund*, HDFC TaxSaver*, HDFC MF Monthly Income Plan (an open-ended income scheme. Monthly income is not assured and is subject to availability of distributable surplus), HDFC Core & Satellite Fund, HDFC Premier Multi-Cap Fund, HDFC Mid-Cap Opportunities Fund, HDFC Infrastructure Fund, HDFC Gold Fund**, HDFC Multiple Yield Fund, HDFC Arbitrage Fund, HDFC Income Fund, HDFC High Interest Fund, HDFC Short Term Plan, HDFC Short Term Opportunities Fund, HDFC Medium Term Opportunities Fund, HDFC Cash Management Fund - Treasury Advantage Plan, HDFC Gilt Fund, HDFC Floating Rate Income Fund, HDFC Multiple Yield Fund- Plan 2005, HDFC Large Cap Fund, HDFC Small and Mid Cap Fund, HDFC Inflation Indexed Bond Fund, HDFC Dynamic PE Ratio Fund of Funds, HDFC Banking and PSU Debt Fund and HDFC Corporate Debt Opportunities Fund.

*an open-ended equity linked savings scheme with a lock-in period of 3 years

** an open-ended fund of funds scheme investing in HDFC Gold Exchange Traded Fund

The above list is subject to change from time to time. Please contact the nearest Investor Service Centre (ISC) of HDFC Mutual Fund for updated list.

2. Enrolment Form should be completed in English and in Block Letters only. Please tick (✓) in the appropriate box (□), where boxes have been provided. Enrolment Form complete in all respects, should be submitted at any of the Official Points of Acceptance of HDFC Mutual Fund.

In case SIP/ Micro SIP investments are made through 'Third Party Payments' i.e. payment made through an instrument issued from a bank account other than that of the first named applicant/ investor mentioned in the application form, Investors are required to additionally fill up & submit the 'Third Party Payment Declaration Form' (available at any of our ISCs or on our website www.hdfcfund.com) along with the SIP Enrolment Form.

3. a. **Investment through Distributors**

Distributors/ Agents are not entitled to distribute units of mutual funds unless they are registered with Association of Mutual Funds in India (AMFI). Every employee/ relationship manager/ sales person of the distributor of mutual fund products to quote the Employee Unique Identification Number (EUID) obtained by him/her from AMFI in the Application Form.. Individual ARN holders including senior citizens distributing mutual fund products are also required to obtain and quote EUID in the Application Form. Hence, if your investments are routed through a distributor, please ensure that the EUID is correctly filled up in the Application Form However, in case of any exceptional cases where there is no interaction by the employee/ sales person/relationship manager of the distributor/sub broker with respect to the transaction and EUID box is left blank, you are required to provide the duly signed declaration to the effect as given in the form. For further details on EUID you may kindly refer to the instructions of the Scheme Application Form or Statement of Additional Information.

These requirements do not apply to Overseas Distributors.

New cadre distributors: New cadre distributors are permitted to sell eligible schemes of the Fund (details of eligible scheme is available on www.hdfcfund.com) They also hold an EUID which must be quoted in the application form. In case your application through such distributor is not for an eligible scheme, it is liable to be rejected.

- b. Existing unitholders in Scheme(s) of HDFC Mutual Fund are required to submit only the Enrolment Form. Existing unitholders should provide their Folio Number. Unitholders' details and mode of holding (single, joint, anyone or survivor) will be as per the existing folio number and would prevail over any conflicting information furnished in this form. Unitholders name should match with the details in the existing folio number, failing which the application form is liable to be rejected.
- c. Signature(s) should be as it appears on the Application Form/ existing Folio and in the same order. In case the mode of holding is joint, all unit holders are required to sign.
4. a. New investors who wish to enroll are required to fill the (i) OTM Mandate Form (ii) Enrolment Form (iii) the respective Scheme Application Form (included in the Key Information Memorandum) along with / without the initial investment instrument. Investors are advised to read and understand and agree to abide by the Scheme Information Document(s) / Key Information Memorandum(s) and Statement of Additional information available with the ISCs of HDFC Mutual Fund, brokers/distributors and also displayed at the HDFC Mutual Fund website i.e. www.hdfcfund.com
- b. New investors can apply for SIP into respective Scheme/ Plans/ Options without any existing investment/folio.
The provision for 'Minimum Application Amount' specified in the respective Scheme Information Document will not be applicable for SIP investments. e.g. the minimum application amount for new investors in HDFC Equity Fund - Growth Option is Rs. 5,000/-. However, in case of SIP investments, an investor can enter the Scheme with minimum amount of Rs. 500/-.
- c. Investors should indicate the Plan (viz. Direct plan/ Regular Plan) for which the subscription is made by indicating the choice in the appropriate box provided for this purpose in the application form. In case of valid applications received without indicating any choice of Plan, the application will be processed for the Plan as under:

Scenario	ARN Code mentioned by the investor	Plan mentioned by the investor	Default Plan to be captured
1	Not mentioned	Not mentioned	Direct Plan
2	Not mentioned	Direct	Direct Plan
3	Not mentioned	Regular	Direct Plan
4	Mentioned	Direct	Direct Plan
5	Direct	Not Mentioned	Direct Plan
6	Direct	Regular	Direct Plan
7	Mentioned	Regular	Regular Plan
8	Mentioned	Not Mentioned	Regular Plan

In cases of wrong/ invalid/ incomplete ARN codes are mentioned on the application form, the application shall

be processed under Regular Plan. The AMC shall contact and obtain the correct ARN code within 30 calendar days of the receipt of the application form from the investor/ distributor. In case, the correct code is not received within 30 calendar days, the AMC shall reprocess the transaction under Direct Plan from the date of application without any exit load.

5. The facility is offered to investors the following two Plans (Frequency):
 - i) **Monthly Systematic Investment Plan (MSIP)**
 - ii) **Quarterly Systematic Investment Plan (QSIP)**
6. (i) The details of minimum amount per installment, minimum number of installments, maximum duration, entry load, exit load, etc. under MSIP and QSIP are given below:

	Schemes other than HDFC TaxSaver* and HDFC Long Term Advantage Fund*	HDFC TaxSaver* and HDFC Long Term Advantage Fund*
i) Minimum Amount per Installments		
MSIP	Rs. 500/- and in multiples of Rs. 100/-	Rs. 500/- and in multiples of Rs. 500/-
QSIP	Rs. 1,500/- and in multiples of Rs. 100/-	Rs. 1,500/- and in multiples of Rs. 500/-
ii) Total Minimum Number of Installments		
MSIP	<ul style="list-style-type: none"> • In respect of each SIP Installment less than Rs. 1,000/- in value: 12 Cheques • In respect of each SIP Installment equal to or greater than Rs. 1,000/- in value: 6 Cheques 	6 Installments
QSIP	<ul style="list-style-type: none"> • In respect of each SIP Installment less than Rs. 3,000/- in value: 4 Cheques • In respect of each SIP Installment equal to or greater than Rs. 3,000/- in value: 2 Cheques 	2 Installments

*open-ended equity linked savings scheme with a lock-in period of 3 years

- (ii) There is no maximum duration for enrolment.
An investor has an option to choose the 'End Date' of the SIP by filling the date or by selecting the Default Date i.e. December 2032.
However, SIPs will be registered in a folio held by a minor only till the date of the minor attaining majority, even though the instructions may be for a period beyond that date. The facility will automatically stand terminated upon the Unit Holder attaining 18 years of age.

- (iii) In respect of enrollments, the Load Structure prevalent at the time of enrollment shall govern the investors during the tenure.

The Load Structure for investments through SIP is as follows:

- (a) **Entry Load:** Not Applicable. The upfront commission on investment made by the investor, if any, shall be paid to the ARN Holder (AMFI registered Distributor) directly by the investor, based on the investor's assessment of various factors including service rendered by the ARN Holder.
- (b) **Exit Load:** Applicable Exit Load, if any, in the Scheme/ Plan/ Option as on the date of enrollment of the SIP will be levied.

For Scheme load structure please refer to Key Information Memorandum or contact the nearest

SIP/ MICRO SIP TERMS & CONDITIONS FOR NACH/ ECS (DIRECT CLEARING) / DIRECT DEBIT FACILITY / STANDING INSTRUCTION

Investor Service Centre (ISC) of HDFC Mutual Fund or visit our website www.hdfcfund.com

- (iv) In case the frequency of debit/installment (Monthly/ Quarterly) and date is not indicated, Monthly frequency shall be treated as the Default Frequency and 10th shall be treated as the Default date.

7. Installments are available on the 1st, 5th, 10th, 15th, 20th or 25th of a month. All installments under MSIP and QSIP should be of the same amount and same date. For example, if an investor is enrolling for the period July- December for total amount of Rs. 30,000/-, there shall be a minimum of six installments, the payment will be as per the OTM. The first cheque should be drawn on the same bank account which is to be registered for ECS (Debit Clearing) / Direct Debit / Standing Instruction. Alternatively, the cheque may be drawn on any bank, but investor should provide a photocopy of the cheque of the bank / branch for which ECS (Debit Clearing) / Direct Debit / Standing Instruction is to be registered. However, investors need not submit the First Cheque for enrollment provided the Enrolment Form is attested by the Bank from which installment will be debited or copy of the cancelled cheque or photocopy of the cheque of bank account from which the installment will be debited is attached to the form.

- a. Installments via ECS (Debit Clearing)/ Direct Debit/ Standing Instruction should be of the same amount.
b. The Enrolment Form should be submitted atleast 30 days before the first date ^ for ECS (Debit Clearing)/ Direct Debit/ Standing Instruction.

If the start period is not mentioned, the chosen/Default date falling 30 days from submission date will be considered as the start date and will be registered from that date (eg. If the application is submitted on June 1 without indicating the start period then the SIP start date would be July 1).

^ In case the auto debit start date as mentioned in the form does not satisfy this condition, the first date shall be rolled over to begin from the immediately following month (provided the roll over date does not exceed the maximum time gap of 90 days between the SIP submission date and first installment of SIP through ECS (Debit Clearing) or Direct Debit/ Standing Instruction) and the end date shall accordingly get extended.

For other mode of payment and further details, please refer to the section 'Third Party Payments' under the Instructions in the Key Information Memorandum and section 'How to Apply' under Statement of Additional Information available on our website www.hdfcfund.com

c. SIP Top-up Facility:

SIP Top-up Facility is not available under Micro SIPs

- SIP Top-up is a facility wherein an investor who wishes to enrol for SIP, has an option to increase the amount of the SIP installment by a fixed amount at pre-defined intervals. The SIP Top-up amount should be filled in the SIP Enrolment Form itself.
- The SIP Top-up amount should be in multiples of Rs. 500/- only.
- Monthly SIP offers top-up frequency at half yearly and yearly intervals. Quarterly SIP offers top-up frequency at yearly intervals only. In case the top-up frequency is not indicated under Monthly SIP, it will be considered as yearly interval.

- d. (i) **Payment through Electronic Clearing Service (ECS) (Debit Clearing) of the Reserve Bank of India (RBI)** - Investors/ Unit holders may also enroll for Auto Debit facility through ECS (Debit Clearing) of the RBI.

List of Cities for Auto Debit Facility via ECS (Debit Clearing) should conform to the ECS Debit

locations approved by RBI. The same is available on www.rbi.org.in and on our website www.hdfcfund.com

- This facility is offered only to the investors having bank accounts in select cities.
- The bank account provided for ECS (Debit) should participate in local MICR clearing.
- Auto debit facility is available only on specific dates of the month as under :

Cities	SIP Dates
Pondicherry	5th/10th/15th/25th

(ii) Payment through Direct Debit Facility

Investors / Unit holders may enroll for Direct Debit Facility available with the following banks / branches:

Banks	Branches
Allahabad Bank, Axis Bank Limited, IDBI Bank Limited, Kotak Mahindra Bank Limited, IndusInd Bank Limited, State Bank of India, and Union Bank of India	All Branches
Banks	Branches
Bank of India, Bank of Baroda and Punjab National Bank	Select Branches

- This facility is offered only to the investors having bank accounts in select banks/ branches eligible for this facility.
- This facility is available on all SIP dates of a month/quarter.

(iii) Payment through Standing Instruction

Payment may also be accepted by direct debits to unit holders' bank accounts. For this purpose, unit holders are required to give standing instructions to their bankers (with whom HDFC Mutual Fund may have an arrangement from time to time) to debit their bank accounts at periodic intervals and credit the subscription proceeds to the HDFC Mutual Fund designated bank account. Currently, the arrangement for direct debit facility is with:

Axis Bank • Dhanlaxmi Bank Ltd. • HDFC Bank • ICICI Bank • ING Vysya Bank • Royal Bank of Scotland NV • South Indian Bank

- This facility is offered only to the investors having bank accounts in the above mentioned Banks.
- This facility is available on all dates of a month/quarter.

The cities / banks / branches in the list may be modified/updated/changed/removed at any time in future entirely at the discretion of HDFC Mutual Fund / HDFC Asset Management Company Limited without assigning any reasons or prior notice. If any city / bank / branch is removed, SIP instructions for investors in such city / bank / branch via (ECS) (Debit Clearing) / Direct Debit / Standing Instruction route will be discontinued without prior notice. Please contact the nearest Investor Service Centre of HDFC Mutual Fund for updated list.

- Units will be allotted on the applicable dates subject to realization of funds where total SIP investments on a date amount to Rs. 2 lakh or more. In case the date falls on a Non-Business Day or falls during a book closure period, the immediate next Business Day will be considered for the purpose of determining the applicability of NAV subject to the realization of proceeds.
- Investors' are provided two options to hold their Units viz. Physical mode and Demat mode. For units in Physical mode

(non-demat), an account statement will be issued. For Units held in demat mode, Units shall be directly credited to the investor's demat account after the realization of payment funds and depositories will issue a statement (except units of HDFC Children's Gift Fund). However, Demat facility is not available for HDFC Children's Gift Fund and in case of units offered under the Daily/ Weekly/ Fortnightly Dividend Option(s).

The units will be allotted in demat form based on the applicable NAV as per the terms of the respective Scheme Information Document(s) and will be credited to investor's Demat Account on weekly basis on realisation of funds. For e.g. Units will be credited to investor's Demat account every Monday on the basis of realization status received during the last week (Monday to Friday).

Investors desiring to get allotment of units in demat mode must have a beneficiary account with a Depository Participant (DP) of the Depositories i.e. National Securities Depositories Limited (NSDL) / Central Depository Services Limited (CDSL). If PAN is not mentioned by applicants, the application may be rejected. Investors may attach a copy of the Client Master Form / DP statement showing active demat account details for verification. Names, mode of holding, PAN details, etc. of the Investor will be verified against the Depository data. The units will be credited to the beneficiary (demat) account only after successful verification with the depository records and realization of payment. In case the details mentioned in the application do not match with the depository data, the application shall be treated as invalid for processing under demat mode and therefore will be considered for processing in non-demat form i.e. in physical mode if the application is otherwise valid in all respects.

All details such as address, bank details, nomination etc. will be applicable as available in the depositories' records. For effecting any subsequent changes to such information, Investors should approach their DP. Redemption requests for units held in demat mode must be submitted to DP or through Stock Exchange Platform, as applicable.

Holding / transacting of units held in demat mode shall be in accordance with the procedures / requirements laid down by the Depositories, viz. NSDL/ CDSL in accordance with the provisions under the Depositories Act, 1996 and the regulations thereunder.

- The enrollment will be discontinued in cases where three consecutive installments are not honored or the Bank Account [for ECS (Debit clearing)/ Direct Debit / Standing Instruction] is closed and request for change in bank account [for ECS (Debit clearing) / Direct Debit / Standing Instruction] is not submitted at least 30 days before the next SIP Auto Debit.
- Units of HDFC Long Term Advantage Fund and HDFC TaxSaver cannot be transferred / pledged / redeemed / switched - out until completion of 3 years from the date of allotment of the respective units. Units of HDFC Children's Gift Fund (subject to lock-in period) cannot be redeemed / switched - out until the Unitholder (being the beneficiary child) attains 18 years of age or till completion of 3 years from the date of allotment, whichever is later.
- In case the first SIP installment is processed and the application is found to be defective, the SIP registration will be ceased for future installments. Investor will be sent a communication to this effect. No refunds shall be made for the units already allotted. However, redemptions/ switch-outs shall be allowed.
- Permanent Account Number (PAN)**
 - SEBI has made it mandatory for all applicants (in the case of application in joint names, each of the applicants) to mention his/her permanent account number (PAN) except as mentioned in point (b) below. Where the applicant is a minor, and does not possess his / her own PAN, he / she shall quote the PAN of his / her father or mother or the legal guardian, as the case may be. Applications not complying with the above requirement may not be accepted/processed. PAN card copy

is not required separately if KYC acknowledgement letter is made available.

For further details, please refer Section 'Permanent Account Number' under Statement of Additional Information available on our website www.hdfcfund.com

(b) PAN Exempt Investments

SEBI vide its circular dated July 24, 2012 has clarified that investments in mutual funds schemes (including investments in SIPs) of upto Rs.50,000 per investor per year across all schemes of the Fund shall be exempt from the requirement of PAN. Accordingly, individuals (including Joint Holders who are individuals, NRIs but not PIOs, Minors) and Sole proprietary firms who do not possess a PAN ("Eligible Investors")* are exempt from submission of PAN for investments upto Rs.50,000 in a rolling 12 month period or in a financial year i.e. April to March. However, Eligible Investors are required to undergo Know Your Customer (KYC) procedure with any of the SEBI registered KYC Registration Authorities (KRA). Eligible Investors must quote PAN Exempt KYC Reference Number (PEKRN) issued by the KRA under the KYC acknowledgement letter in the application form and submit a copy thereof along with the application form. In case the applicant is a minor, PAN /PEKRN details of the Guardian shall be submitted, as applicable. Eligible Investors (i.e. the First Holder) must not possess a PAN at the time of submission of application form. Eligible investors must hold only one PEKRN issued by any one of the KRAs.

If an application for investment together within investments made in a rolling 12 month period or in a financial year exceeds Rs.50,000, such an application will be rejected.

Fresh / Additional Purchase and Systematic Investment Plans will be covered in the limit of Rs.50,000. Investors may switch their investments to other Schemes. However, if the amount per switch transaction is Rs.50,000 or more, in accordance with the extant Income Tax rules, investors will be required to furnish a copy of PAN to the Mutual Fund.

The detailed procedures / requirements for accepting applications shall be as specified by the AMC/Trustee from time to time and their decision in this behalf will be final and binding.

* *HUFs and other categories are not eligible for such investments.*

14. Know Your Customer (KYC) Compliance

Units held in account statement (non-demat) form

Investors should note that it is mandatory for all registrations to quote the KYC Compliance Status of each applicant (guardian in case of minor) in the application and attach proof of KYC Compliance viz. KYC Acknowledgement Letter.

Units held in electronic (demat) form

For units held in demat form, the KYC performed by the Depository Participant of the applicants will be considered as KYC verification done by the Trustee / AMC.

For further details, please refer Section 'Know Your Customer (KYC) Compliance under Statement of Additional Information available on our website www.hdfcfund.com

15. Transaction Charges

In accordance with SEBI circular No. Cir/ IMD/ DF/13/ 2011 dated August 22, 2011, as amended from time to time HDFC Asset Management Company Limited ("the AMC")/ HDFC Mutual Fund will deduct Transaction Charges from the purchase/ subscription amount received from the investors investing through a valid ARN Holder i.e. AMFI registered Distributor (provided the Distributor has opted-in to receive the Transaction Charges). The Distributor may opt to receive Transaction Charges based on the type of product.

Transaction Charge of Rs. 150/- (for a first time investor across mutual funds) or Rs. 100/- (for investor other than first time mutual fund investor) per purchase / subscription of Rs. 10,000/- and above will be deducted from the purchase / subscription amount and paid to the Distributor. The balance amount shall be invested.

Transaction Charges in case of investments through SIP/ Micro SIP:

Transaction Charges are deductible only if the total commitment of investment (i.e. amount per SIP/Micro SIP installment x No. of installments) amounts to Rs. 10,000/- or more. In such cases, Transaction Charges shall be deducted in 3-4 installments.

Transaction Charges shall not be deducted for:

- (a) where the Distributor of the investor has not opted to receive any Transaction Charges for your Scheme type
- (b) for purchases / subscriptions / total commitment amount in case of SIP of an amount less than Rs. 10,000/-;
- (c) for transactions other than purchases / subscriptions relating to new inflows i.e. through Switches / Systematic Transfers / Dividend Transfers/ Dividend Reinvestment, etc.;
- (d) for purchases / subscriptions made directly with the Fund (i.e. not through any Distributor); and
- (e) for purchases / subscriptions routed through Stock Exchange(s).

First/ Sole Applicant/ Guardian should indicate whether he is a first time investor across Mutual Funds or an existing investor in the appropriate box provided for this purpose in the application form. HDFC AMC/ Fund will endeavor to identify the investor as "first time" or "existing" based on the Permanent Account Number (PAN)/ PEKRN at the First/ Sole Applicant/ Guardian level. If the PAN/ PEKRN details are available, then the First / Sole Applicant / Guardian will be treated as existing investor (i.e. Rs. 100/- will be deducted as Transaction Charge) else the declaration in the application

form will be considered (i.e. Rs. 150/- for first time investors or Rs. 100/- for other than first time investors will be deducted as Transaction Charge, as applicable). However, if an investor has not provided any declaration, he will be considered as an "existing" investor.

- 16. a. Investors will not hold HDFC Mutual Fund / HDFC Asset Management Company Limited (HDFC AMC)/HDFC Trustee Company Limited (HDFC Trustee) / its registrars and other service providers responsible and/or liable, if the transaction is delayed or not effected or the investor bank account is debited in advance or after the specific SIP date due to local holidays or any other reason/fault not attributable to HDFC Mutual Fund/HDFC AMC.
- b. HDFC Mutual Fund / HDFC AMC, HDFC Trustee, its registrars and other service providers shall not be responsible and liable for any damages/compensation for any loss, damage etc. that may be suffered and/or incurred by the investor while availing this facility. The investor is solely responsible for all the risks attendant with using this facility.
- c. HDFC Mutual Fund / HDFC AMC reserves the right to reject any application without assigning any reason thereof.
- 17. HDFC Mutual Fund / HDFC AMC reserves the right to change/modify the terms and conditions of the SIP. For the updated terms and conditions of SIP, contact the nearest ISC or visit our website www.hdfcfund.com

18. Financial Goals

We help you to record the financial goal you are investing for. Investors can now record the specific financial goal the investor is endeavoring to achieve using the investment in specific scheme/plan.

Unit holders are requested to note that:

- i.) Only one financial goal can be indicated per scheme/plan.
- ii.) In case a different financial goal is indicated for a subsequent investment in the same scheme/Plan within the same folio, the earlier financial goal would be over written.

Investors should consult their financial advisers if in doubt about whether the Scheme is suitable to meet their Financial Goals.

TERMS & CONDITIONS - OTM FACILITY

1. One Time Mandate (OTM) is a facility (herein after referred as 'Facility') whereby the Investor(s)/Unit holder(s) can register a onetime mandate viz. NACH (Debits) / ECS (Debit) / NECS / RECS / Direct Debits / Standing instructions (as applicable) for any amount up to a certain limit per transaction, as per their choice, with HDFC Mutual Fund ('the Fund') and authorizing the Fund or HDFC Asset Management Company Limited ('the AMC') and the bank to debit their bank account for payment towards lumpsum purchases or SIP installments submitted through various modes offered or as may be offered from time to time by the Fund/AMC.
2. This facility is an authorization to the bank, as indicated by the Investor(s)/Unit holder(s) in the OTM form, to debit their bank account up to a certain limit in a particular account per registration per transaction, based on their instruction to the Fund/AMC, whenever they choose to do a lumpsum purchase or start a SIP
3. Unless otherwise specified, the term 'Mandate' in these terms and conditions refers to the specific bank and bank account number of the Investor(s) or Unit holder(s) as mentioned by them in the OTM form ('Mandate form') to be used for debits for payment towards lumpsum purchases or SIP installments.
4. This Facility is available to all categories of Investor(s)/Unit holder(s) who are eligible to invest in the schemes of the Fund. The AMC reserves the right to restrict or withdraw or discontinue the Facility to certain categories of Investor/ Unit holder or to any specific Investor/Unit holder anytime at its discretion without assigning any prior reason thereof.
5. To avail of this Facility, the Investor(s)/Unit holder(s) of the Fund shall be required to submit the Mandate form complete with all the details. The AMC may in its absolute discretion and in the Investor(s)/Unit holder(s) interest, request the Investor(s)/Unit holder(s) for a verbal, fax or written confirmation of any registration request or any additional information with respect to the Mandate form or Investor(s)/Unit holder(s) authorization.
6. When OTM is successfully registered with Investors/Unit holders' bank, the Investors/Unit holders' shall have the flexibility to make lumpsum purchases or register new SIPs in any of the schemes through various modes like a) physical mode without a cheque/funds transfer instructions, b) sending an SMS, c) online through website of the AMC etc; up to the maximum amount of the OTM so registered per transaction. There is no requirement of filling a Mandate form every time for a new SIP as long as the cumulative value of the installments for all SIPs registered is within the limit mentioned in the Mandate form.
7. If no confirmation of registration or rejection is received from Investors/Unit holders' bank, the AMC/RTA will deem the OTM to be as registered. However, OTM registration processed under NACH facility provides a confirmation to Investor(s)/Unit holder(s) from their bank about acceptance or non-acceptance of the Mandate.
8. Investor(s)/Unit holder(s) can start investing using this Facility only after successful registration of the OTM with their bankers. The AMC will endeavor to inform the Investor(s)/Unit holder(s) through letters/email/SMS for cases where confirmation on successful registration / rejection of the Mandate is received from the Investor(s)/Unit holder(s) bank.
9. Unit holder(s) can register multiple mandates in same bank account numbers maintained with the same bank or different banks, in case of OTM registration under NACH the applicability of the said clause will be as per the guidelines specified/ modified by NPCI from time to time
10. Mobile Number and Email Id: Investor(s)/Unit holder(s) should mandatorily provide their mobile number and email id on the Mandate form. Where the mobile number and email id mentioned on the Mandate form differs from the ones as already existing in the folio, the details provided on the Mandate form will be updated in the folio. All future communication whatsoever would be, thereafter, sent to the last updated mobile number and email id.
11. Investor(s)/Unit holder(s) need to provide along with the Mandate form, an original cancelled cheque OR Self attested 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 first applicant and account number OR a letter from the bank on its letterhead certifying that the Investor/Unit holder maintains 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). Any of the aforementioned supporting documents shall be submitted in Original. If copies are furnished the same must be submitted at the ISCs where they will be verified with the original documents to the satisfaction of the Fund. The original documents will be returned across the counter to the Unit holder 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.
In absence of the receipt of the aforementioned supporting documents for registration of the Mandate, registration may not be accepted by the AMC/Bank. The Investor(s)/Unit holder(s) cheque/ bank account details are subject to third party verification.
12. In case in Bank account the mode of holding is 'Joint', the Mandate form has to be signed by all the joint Bank account holder(s) and it would be expressly understood that the signatories to the Mandate have granted an express instruction to the AMC/RTA, so that the facilities can be availed by any of the joint holder
13. The responsibility of providing correct bank account information in the Mandate form or any other application form for this Facility solely rests with the Investor(s)/Unit holder(s) and the AMC / Fund / RTA / Banks / Service Providers will not be responsible or liable for any loss, claims, liability that may arise on account of any incorrect and / or erroneous data / information supplied by the Investor(s)/Unit holder(s).
14. Default Mandate: In case the Investor(s)/Unit holder(s) register more than one mandate in a folio over various periods of time, the last updated registered mandate would be treated as the Default Mandate. On expiry of the Default Mandate, the last successful and live Mandate out of the remaining Mandates would be treated as the Default Mandate. In the absence of any specific bank account number mentioned for lumpsum purchases or new SIP registrations, Default Mandate and it's bank account will be considering for debiting towards payment of additional purchases and SIPs.
15. Modification of the Mandate: Investor(s)/Unit Holder(s) have the option to modify the mandate to a higher amount or change the period by submitting a new mandate form by ticking on the provision in the form and providing all details on the mandate, duly signed by all the Investor(s)/Unit holder(s) and the bank account holder(s) and submit it to the AMC / RTA. Request on any other forms or paper will not be accepted/processed and will be rejected. The new higher amount or change in period will be applicable only after confirmation of successful registration from the Investor(s)/Unit holder(s) bank. In case where the Investor(s)/unit holder chooses to reduce the existing mandate amount, he should discontinue the existing SIPs (covered under the higher mandate amount) to avoid failed transaction or reversals.
16. Expiry of the Mandate: The Mandate will expire on the date reaching "Upto date" mentioned in the Mandate form. Upon the expiry, all future installments after the Mandate expiry date of all SIPs registered under the said Mandate will also automatically cease.
17. Cancellation of the Mandate: Investor(s)/Unit holder(s) will have to submit the Mandate form by ticking the option "Cancel mandate on" and providing all details on the Mandate, duly filled and signed by all the Investor(s)/Unit holder(s) and submit it to AMC / RTA. Request on any other forms or paper will not be accepted or processed and will be rejected. In case of cancellation, future installments of all SIPs registered under the said Mandate will be ceased. Unit holders are requested to send Mandate for cancellation request at least 15 days in advance duly signed. Any debit towards purchase or SIP installments during the intervening period may be processed and Unit holder(s) account would be debited. The Unit holders' agree that the cancellation/termination / withdrawal request is an authority to the AMC/Registrar to instruct the debit bank on discontinuation of the Mandate and Investor/Unit holder will not hold Bank responsible for any SI cancellation based on AMC instruction
18. Investor(s)/Unit holder(s) hereby confirms, acknowledges and undertakes to make payments for subscription of units from their respective bank account(s) only in compliance with applicable provisions relating restriction on third party payments as detailed in the SID / SAI and that the payment will be through legitimate sources only.
19. Please refer the SID, SAI and Key Information Memorandum, all Instructions, Addenda issued from time to time towards Applicable NAV, Risk Factors, Loads and all other information related to various requirements of the respective Scheme / Plan before investing. It is deemed that the Investor/Unit holder has agreed to all the terms and conditions of the scheme, as prevailing on the date of the application and investment.
20. The Fund, its Registrar & Transfer Agent (RTA), Banks and other service providers shall not be liable for, nor be in default by reason of, any failure or delay in completion of its obligation under this Facility, where such failure or delay is caused, in whole or in part, by any acts of God, civil war, civil commotion, riots, strike, mutiny, revolution, fire, flood, fog, war, lightning, earthquake, change of Government policies, unavailability of bank's computer system, force majeure events, or any other cause of peril which is beyond their reasonable control and which has the effect of preventing the performance of contract by them.
21. This Facility may not be available with all the banks and branches all the time. Please note that the list of banks and branches made available on the website, www.hdfcfund.com may be modified/ updated/ changed/ removed at any time in future at the sole discretion of the AMC without assigning any reasons or prior notice. Some banks and branches may levy charges (in whatsoever manner) for mandate registration and / or transactions to their bank account holders, which will be borne by the account holder (i.e. Unit holder) only and will not be borne by the AMC or the Fund.
22. The Mandate form signed by the Investor(s)/Unit holders will be lodged by the AMC/RTA at its discretion, depending on the availability of the Facility with different banks or where the AMC may have a specific Direct Debit tie-up with the bank. Unit holder(s) agree to have authorized AMC or its representatives to register the Mandate under any of the available facility of NACH (Debits)/ ECS (Debit)/ NECS/ RECS/ Direct Debits/ Standing instructions.
23. It will be the sole responsibility of the Investor(s)/Unit holder(s) bank and its branch to ensure proper registration of the Mandate and confirm registration. It is expressly clarified that the AMC/RTA/ only act as a Investor/Unit holder's messenger to Investor(s)/ Unit holders' bank to register the Mandate and will not be responsible for any action or inaction on part of the Investors/Unit holders' bank.
24. The Investor(s)/ Unit holder(s) shall check their bank account records carefully and promptly. The Investors/Unit holder(s) will promptly inform the Fund in case of any erroneous or unauthorized transaction/s being processed, any erroneous debits. The Investors/Unit holder(s) should inform the Fund/AMC for such discrepancy within a period of ten days, failing which it will be deemed that there is no any discrepancy in the transactions which were processed.
25. Investor(s)/Unit holder(s) agree that the AMC may discontinue this Facility as well as any SIP registrations for any investor / folio entirely at its discretion and advice banks for SI cancellation in case one or more debits are rejected and funds not received for any reason.
26. The Investor(s)/Unit holder(s) understand that this Facility is merely a transactional facility offered and that the AMC/RTA will not be liable for (a) acting in good faith on any instructions received from the Investor/unit holder (b) error, default, delay or inability of the AMC/RTA to act on all or any of the instruction.
27. The Fund/AMC/RTA would purely act based on the valid Mandate as well as transactions submitted, and all the Unit holder(s) would be bound by all the terms and conditions and would not hold the Fund/AMC/RTA for any loss or potential loss, in whatsoever manner.
28. The Investor/Unit holder shall always abide by the aforesaid terms and conditions while availing this Facility and hereby undertake to indemnify the AMC/RTA for any loss/damage suffered or incurred by the AMC/RTA as a result of any action/inaction etc on part of Investor/Unit holder
29. The Investor(s)/Unit holder(s) agree that the Fund/AMC / RTA shall not be held liable for any unsuccessful registration and or transaction due to any action or inaction of the Investor(s)/Unit holder(s) bank including but not limited to reasons mentioned below and agree to indemnify the Fund/AMC/RTA for all liabilities, losses, damages and expenses which they may consequent sustain or incur either directly or indirectly:
 - a. Loss of the mandate forms in transit from point of acceptance of the form to RTA head office and further to the Investor(s)/Unit holder(s)' bank branch;
 - b. Non acceptance or rejection of the mandate for whatsoever reason by the Investor(s)/Unit holder(s)' bank branch, with or without any reason assigned by the Unit holder(s) bank;
 - c. Non registration of the Debit Mandate by the Unit holder(s) bank and branch;
 - d. Deemed registration due to non confirmation of registration or rejection by the bank and any subsequent rejection of debit of bank account for funds;
 - e. Non availability of funds in the bank account of the Investor(s)/Unit holder(s) at the time of debit;
 - f. Rejection of registration or transaction debit for any reason or without assigning any reason whatsoever.
 - g. Signatories to the mandates were not authorized to sign and register the mandates.
 - h. Any late registration of the onetime mandate with the bank for whatsoever reason without any fault or negligence on the part of AMC/RTA, or rejection of lump sum purchases or SIP registration or installments with or without any reason, and will not be liable for any transactions not processed or reversed or rejected or any late debits to the bank account, till the mandate registration is successful.
30. The one time mandate is valid and may be revoked only by submitting a mandate form by ticking the option "Cancel mandate on" and submitting it to the AMC/RTA.
31. The bank account of the investor/unit holder may be debited towards purchases either on the same day of due date or within one to seven business days depending on NACH/ ECS settlement cycles. The AMC / RTA shall attempt to settle the transaction and debit the bank account by requesting the registered bank for release of funds generally within a period of one to seven banking working days. The investor /unit holder undertakes to keep sufficient funds in their bank accounts till the date of debit. However, in case of non-receipt of the funds, for whatsoever reasons, the transaction shall stand cancelled/null and void. If the date of debit to the investor's/unit holder account happens to be a non Business Day as per the Mutual Fund, execution of the ECS Debit / Direct Debit / SI may happen on non business day however the allotment of Units will happen as per the terms and conditions listed in the SID, SAI, KIM and all relevant Addenda of the scheme concerned.
32. For the purpose of lump sum purchases, SIP installments, the investor/unit holder and/or bank account holders authorizes AMC, its registrars, bankers, correspondent bankers and service providers, to raise a debit on the mentioned account with the bank branch. The investor and/or bank account holders hereby authorizes the bank to honor all such requests received through AMC, its registrars, bankers and service providers to debit their Account with the amount as mentioned in mandate form. The investor/unit holders or the bank account holders shall not dispute or challenge any valid debit, raised under this Facility, on any ground whatsoever. Investors/unit holder will not have any claim against the AMC, service providers, bankers, correspondent bankers and service providers in respect of the amount so debited pursuant to the mandate submitted by the investor/account holder. Investor/unit holders and/or the bank account holders shall keep the AMC, its Registrar, bankers, correspondent bankers and other service providers, jointly and or severally indemnified, from time to time, against all claims, actions, suits, for any loss, damage, costs, charges and expenses incurred by them, by reason of their acting upon the instructions issued by the named authorized signatories / beneficiaries.
33. The AMC may amend the above terms and conditions, at any time without prior notice to the Investor(s)/Unit holder(s) and such amended terms and conditions will thereupon apply to and be binding on the Investor(s)/Unit holders
34. The Investor/unit holder agrees to abide by the terms and conditions of NACH facility of National Payment Corporation of India (NPCI), ECS facility of Reserve Bank of India (RBI) as applicable at the time of investment and as may be modified or amended from time to time.