

Enrolment Form No. \_\_\_\_\_

**REGISTRATION CUM MANDATE FORM FOR ECS (Debit Clearing) / DIRECT DEBIT FACILITY/STANDING INSTRUCTION**

SIP via ECS (Debit Clearing) in select cities or via Direct Debit/Standing Instruction in select banks / branches only.

**KEY PARTNER / AGENT INFORMATION**

**FOR OFFICE USE ONLY**

Name and AMFI Reg. No. (ARN)	Sub Agent's name and Code/ Bank Branch Code	M O Code	Date of Receipt	Folio No.	Branch Trans. No.	ISC Name & Stamp
ARN- 15095						

Upfront commission shall be paid directly by the investor to the ARN Holder (AMFI registered Distributor) based on the investors' assessment of various factors including the service rendered by the ARN Holder.

Date: 

D	D	M	M	Y	Y
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I/We have read and understood the contents of the Scheme Information Document(s) and Statement of Additional Information and the terms & conditions of SIP enrolment and ECS (Debit Clearing) / Direct Debit / Standing Instruction and agree to abide by the same. I/We hereby apply to the Trustee of HDFC Mutual Fund for enrolment under the SIP of the following Scheme(s)/ Plan(s) / Option(s) and agree to abide by the terms and conditions of the same. I/We have not received nor been induced by any rebate or gifts, directly or indirectly, in making this investment. 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. I/We hereby apply to the Trustee of HDFC Mutual Fund:

Please (✓) any one. In the absence of indication of the option the form is liable to be rejected.

NEW REGISTRATION       CHANGE IN BANK ACCOUNT       CANCELLATION

**INVESTOR AND SIP DETAILS**

**SIGNATURE (Refer Item No. 3(b))**

Sole/1st Applicant / Guardian

PAN#  KYC Compliance Status\*\*  YES  NO

Second Applicant

PAN#  KYC Compliance Status\*\*  YES  NO

Third Applicant

PAN#  KYC Compliance Status\*\*  YES  NO

# Please attach PAN Proof. If PAN is already validated please don't attach any proof. Refer instruction No 14. \*\* Mandatory for Rs. 50,000 and above. If YES, attach proof. Refer instruction No 15.

Application No. (For new investor)  Folio No.

Scheme

Plan  Option

Each SIP Amount (Rs.)  Frequency  Monthly  Quarterly

First SIP Transaction via Cheque No.  Cheque Dated 

D	D	M	M	Y	Y
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 Amount (Rs.)

Mandatory Enclosure (if 1st Installment is not by cheque)  Blank cancelled cheque  Copy of cheque

SIP Date [for ECS (Debit Clearing) / Direct Debit / Standing Instruction]  1st  5th  10th  15th  20th  25th

There should be a minimum time gap of 30 days and maximum time gap of 60 days between the first cheque for SIP investment and first installment of SIP through ECS (Debit Clearing) or Direct Debit / Standing Instruction.

SIP Period [for ECS (Debit Clearing) / Direct Debit] Start From 

M	M	Y	Y
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 End On\*\* 

M	M	Y	Y
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 \*\* Please refer item no. 6(ii) and 6(iii) of Terms and Conditions

Receipt of Document(s) by E-mail (Please ✓)(Refer Item No. 10) E-Mail  YES  NO Mobile No.

Email ID

I/We hereby, authorise HDFC Mutual Fund/HDFC Asset Management Company Limited and their authorised service providers, to debit my/our following bank account by ECS (Debit Clearing) / Direct Debit / Standing Instruction for collection of SIP payments.

**INVESTOR AND SIP DETAILS**

Bank Name

Branch Name

Bank City

Account Number

9 Digit MICR Code  (Please enter the 9 digit number that appears after the cheque number)

Account Type (Please ✓)  Savings  Current  NRO  NRE  FCNR  Others (please specify) \_\_\_\_\_

Accountholder Name as in Bank Account

I/We hereby declare that the particulars given above are correct and express my willingness to make payments referred above through participation in ECS (Debit Clearing) / Direct Debit / Standing Instruction. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I/We would not hold the user institution responsible. I/We will also inform HDFC Mutual Fund/HDFC Asset Management Company Limited, about any changes in my bank account. I/We have read and agreed to the terms and conditions mentioned overleaf.

Please write SIP Enrolment Form No. / Folio No. on the reverse of the cheque.

1st Account Holder's Signature (As in Bank Records)	2nd Account Holder's Signature (As in Bank Records)	3rd Account Holder's Signature (As in Bank Records)
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<b>BANKER'S ATTESTATION (FOR BANK USE ONLY)</b>	
Certified that the signature of account holder and the details of Bank account and its MICR code are correct as per our records	Signature of Authorised Official from Bank (Bank Stamp and Date)
	Bank Account Number

<b>For Office Use only (Not to be filled in by Investor)</b>	
Recorded on <input type="text"/>	Scheme Code <input type="text"/>
Recorded by <input type="text"/>	Credit Account Number <input type="text"/>

**Authorisation of the Bank Account Holder (to be signed by the Investor)**

This is to inform that I/We have registered for the RBI's Electronic Clearing Service (Debit Clearing) / Direct Debit / Standing Instruction and that my payment towards my investment in HDFC Mutual Fund shall be made from my/our below mentioned bank account with your bank. I/We authorise the representative carrying this ECS (Debit Clearing) / Direct Debit / Standing Instruction mandate Form to get it verified & executed.

<input type="text"/>	1st Account Holder's Signature (As in Bank Records)
<input type="text"/>	2nd Account Holder's Signature (As in Bank Records)
<input type="text"/>	3rd Account Holder's Signature (As in Bank Records)
<input type="text"/>	Bank Account Number

# SIP TERMS & CONDITIONS - AUTO DEBIT/ ECS (DIRECT CLEARING)/ STANDING INSTRUCTION

1. SIP is available to investors in the following Scheme(s) 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 Multiple Yield Fund, HDFC Arbitrage Fund, HDFC Income Fund, HDFC High Interest Fund, HDFC Short Term Plan, HDFC Cash Management Fund- Treasury Advantage Plan, HDFC Gift Fund, HDFC Floating Rate Income Fund and HDFC Multiple Yield Fund- Plan 2005.

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

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. The SIP Enrolment Form should be completed in English and in Block Letters only. Please tick (✓) in the appropriate box (□), where boxes have been provided. The SIP Enrolment Form complete in all respects, should be submitted at any of the Investor Service Centres (ISCs) of HDFC Mutual Fund or at the Official Points of Acceptance of Transactions of Computer Age Management Services Pvt Ltd. (CAMS).

This Form is not applicable for investments through Micro Systematic Investment Plan (Micro SIP) i.e. upto Rs. 50,000 per year per investor. For investment through Micro SIP investor is required to fill up Micro SIP Enrolment Form available at any of our ISCs or on our website [www.hdfcfund.com](http://www.hdfcfund.com).

3. a. Existing unit holders in Scheme(s) of HDFC Mutual Fund are required to submit only the SIP Enrolment Form. Existing unit holders should provide their Folio Number. Unitholders' details and mode of holding (single, jointly, 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.

b. Signature(s) should be as it appears on the Application Form and in the same order. In case the mode of holding is joint, all unitholders are required to sign.

4. a. New investors who wish to enroll for SIP are required to fill the SIP Enrolment Form (Investments through Post Dated Cheques or Investments through Auto Debit/ ECS/ Standing Instruction, as applicable) along with the respective Scheme Application Form (included in the Key Information Memorandum). New investors are advised to read the Scheme Information Document(s) and Statement of Additional Information carefully before investing. The Scheme Information Document(s) / Key Information Memorandum(s) and Statement of Additional information are available with the ISCs of HDFC Mutual Fund, brokers/distributors and also displayed at the HDFC Mutual Fund website i.e. [www.hdfcfund.com](http://www.hdfcfund.com).

b. New investors need not have an existing folio for investments into respective schemes/plans/options. Such investors can start a folio with a SIP.

New investors should take a note of the following requirements:

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/-.

5. SIP offers investors the following two Plans:

- i) Monthly Systematic Investment Plan (MSIP)
- ii) Quarterly Systematic Investment Plan (QSIP)

6. (i). The details of minimum amount per cheque, minimum number of cheques, 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*
<b>i) Minimum Amount per Installment</b>		
MSIP	Rs.500/- and in multiples of Rs. 100/- thereafter	Rs.500/- and in multiples of Rs. 500/- thereafter
QSIP	Rs.1,500/- and in multiples of Rs. 100/- thereafter.	Rs.1,500/- and in multiples of Rs. 500/- thereafter.
<b>ii) Total Minimum Number of Installments</b>		
MSIP	• In respect of each SIP Installment less than Rs.1,000/- in value: 12 Installments • In respect of each SIP Installment equal to or greater than Rs.1,000/- in value: 6 Installments	6 Installments
QSIP	• In respect of each SIP Installment less than Rs.3,000/- in value: 4 Installments • In respect of each SIP Installment equal to or greater than Rs.3,000/- in value: 2 Installments	2 Installments

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

(ii) There is no maximum duration for SIP enrolment.

(iii) In case of HDFC Children's Gift Fund investors (Donor) on behalf of the Unit Holder (i.e. the beneficiary child) can enroll for the Recurring Investment Facility (RIF) / Recurring Saving Facility (RSF) for a period until the Unit Holder attains the age of 18 years. The RIF / RSF facility will automatically stand terminated upon the Unit Holder attaining 18 years of age.

(iv) In respect of SIP enrollments made in the above-mentioned Scheme(s), the Load Structure prevalent at the time of enrollment shall govern the investors during the tenure of the SIP.

The Load Structure for investments through SIP is as follows

(a) Entry Load: Not Applicable.

Pursuant to SEBI circular no. SEBI/IMD/CIR No.4/168230/09 dated June 30, 2009, no entry load will be charged with respect to applications for registrations under systematic investment plans (SIP) accepted by the Mutual Fund with effect from August 1, 2009. 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 and contact the nearest Investor Service Centre (ISC) of HDFC Mutual Fund or visit our website [www.hdfcfund.com](http://www.hdfcfund.com).

7. All SIP installments are available on the 1st, 5th, 10th, 15th, 20th or 25th of a month. All SIP installments under MSIP and QSIP should be of the same amount and same date. For example, if an investor is enrolling for MSIP for the period July- December 2009 for total amount of Rs. 60,000/-, there shall be a minimum of six installments (except for first SIP cheque which could be of any date) and same amount. 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 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 SIP enrollment provided the SIP Enrolment Form is attested by the Bank from which SIP installment will be debited or copy of the cancelled cheque or photocopy of the cheque of bank account from which the SIP installment will be debited is attached to the form.

a. First SIP Cheque and subsequent SIP Installments via ECS (Debit Clearing) / Direct Debit / Standing Instruction should be of the same amount.

b. The SIP Enrolment Form should be submitted at least 30 days before the first SIP date<sup>^</sup> for ECS (Debit Clearing) / Direct Debit / Standing Instruction.

<sup>^</sup> In case the auto debit start date as mentioned in the form does not satisfy this condition the first SIP date shall be rolled over to begin from the immediately following month /quarter, as applicable (provided the roll over SIP date does not exceed the maximum time gap of 60 days for Monthly SIP and 90 days for Quarterly SIP between the first cheque for SIP investment and first installment of SIP through ECS (Debit Clearing) or Direct Debit / Standing Instruction) and also the end date shall accordingly get extended.

c. Payment may be made by cheque drawn on any bank which is situated at and is a member of the Bankers' Clearing House located at the place where the SIP application is submitted. Outstation cheques will not be accepted and applications accompanied by such cheques are liable to be rejected. No cash, money orders or postal orders will be accepted.

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

List of Cities for SIP Auto Debit Facility via ECS (Debit Clearing) - Agra, Ahmedabad, Allahabad, Amritsar, Asansol, Aurangabad, Bangalore, Belgaum, Bhiwara, Bhopal, Bhubaneswar, Burdwan, Calicut, Chandigarh, Chennai, Coimbatore, Dehradun, Dhanbad, Durgapur, Erode, Gadag, Gorakhpur, Guntur, Guwahati, Gwalior, Hubli, Hyderabad, Indore, Jabalpur, Jaipur, Jalandhar, Jammu, Jamnagar, Janshedpur, Jodhpur, Kakinada, Kanpur, Kochi, Kolhapur, Kolkata, Lucknow, Ludhiana, Madurai, Mangalagiri, Mangalore, Mumbai, Mysore, Nagpur, Nashik, Nellore, New Delhi, Panjim, Patna, Pune, Raipur, Rajkot, Ranchi, Salem, Shimla, Sholapur, Siliguri, Surat, Tenali, Tirupur, Tirupati, Trichur, Trichy, Trivandrum, Udaipur, Udupi, Vadodara, Varanasi, Vijayawada, Vizag

• This facility is offered only to the investors having bank accounts in select cities mentioned above.

• The bank account provided for ECS (Debit) should participate in local MICR clearing.

• SIP auto debit facility is available only on specific dates of the month as under :

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

The investor agrees to abide by the terms and conditions of ECS facility of RBI.

(ii) SIP payment through Direct Debit Facility

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

Banks	Branches
Axis Bank Limited, IDBI Bank Limited, Kotak Mahindra Bank Limited, IndusInd Bank Limited, State Bank of India and Union Bank of India	All 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) SIP 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 bank account. Currently, the arrangement for direct debit facility is with:

• HDFC Bank\* • ICICI Bank • ING Vysya Bank • Axis Bank • ABN Amro Bank

\* Separate Form for HDFC Bank should be filled. The same is available on the website [www.hdfcfund.com](http://www.hdfcfund.com)

• This facility is offered only to the investors having bank accounts in the above mentioned Banks.

• This facility is available on all SIP 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.

8. Units will be allotted on the applicable dates. 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. Further, in case of first SIP investment accepted through cheque drawn on a location where ISCs of HDFC Mutual Fund does not have a presence but HDFC Bank has a presence, units will be allotted on the date on which subscription proceeds are realized.

9. The first SIP cheque should be drawn in favour of "the specific Scheme / Plan" as applicable (e.g. in case of HDFC MF Monthly Income Plan - Short Term Plan, the cheque should be drawn in favour of "HDFC MF Monthly Income Plan - Short Term Plan") and crossed "A/c Payee Only". Unit holders must write the SIP Enrolment Form number, if any, on the reverse of the cheque accompanying the SIP Enrolment Form.

10. An Account Statement will be issued by mail or by e-mail (if opted by the unit holder) to the unit holder within 10 working days for the first investment through SIP. The subsequent account statement will be despatched once every quarter ending March, June, September and December within 10 working days of the end of respective quarter. In case of specific request received from investors, Mutual Fund will provide the account statement to the investors within 5 working days from the receipt of such request without any charges. Investors who wish to receive documents (Account Statement, Newsletter, Annual Report, other Statutory Information as may be permitted under SEBI (Mutual Funds) Regulations, 1996) by email, should indicate (✓) in the appropriate box. Further, soft copy of the account statement shall be mailed to the investors under SIP to their e-mail address on a monthly basis, if so mandated.

11. You can choose to change your bank account or discontinue this facility by giving thirty days written notice to any of our Investor Service Centres.

12. The SIP enrollment will be discontinued in cases where three consecutive SIP 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.

13. Units of HDFC Long Term Advantage Fund and HDFC TaxSaver cannot be assigned / 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.

14. 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) irrespective of the amount [Except for SIP upto Rs. 50,000/- per year per investor (Micro SIP)]. 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 guardian, as the case may be. However PAN is not mandatory in the case of Central Government, State Government entities and the officials appointed by the courts e.g. Official liquidator, Court receiver etc (under the category of Government) for transacting in the securities market. HDFC Mutual Fund reserves the right to ascertain the status of such entities with adequate supporting documents. Applications not complying with the above requirement may not be accepted/ processed.

For further details, please refer Section 'Permanent Account Number' under the Instructions in the Key Information Memorandum.

15. Know Your Customer (KYC) Compliance

Investors should note that it is mandatory for all applications for subscription of value of Rs. 50,000/- and above to quote the KYC Compliance Status of each applicant (guardian in case of minor) in the application for subscription and attach proof of KYC Compliance viz. KYC Acknowledgement Letter (or the erstwhile Mutual Fund Identification Number\* (MIN) Allotment Letter/ Printout of KYC Compliance Status downloaded from CVL website ([www.cvlindia.com](http://www.cvlindia.com)) using the PAN Number.

In the event of non compliance of KYC requirements, the Trustee/AMC reserves the right to freeze the folio of the investor(s) and affect mandatory redemption of unit holdings of the investors at the applicable NAV, subject to payment of exit load, if any

\* Valid only where investors who have already obtained the erstwhile MIN by submitting the PAN copy as the proof of identity.

For further details, please refer Section 'Know Your Customer (KYC) Compliance' under the Instructions in the Key Information Memorandum.

16. The Trustee reserves the right to change/modify the terms and conditions of the SIP.