

Enrolment  
Form No.

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
<b>ARN- 15095</b>						

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) of the respective Scheme(s) and Statement of Additional Information and the terms & conditions overleaf. I / We hereby apply to the Trustee of HDFC Mutual Fund for enrolment under the STP of the following Scheme(s)/ Plan(s) / Option(s) and agree to abide by the terms and conditions of the respective Scheme(s) / Plan(s) / Option(s). The ARN holder (AMFI registered Distributor) 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.

Please (✓) any one.  NEW REGISTRATION  CANCELLATION

Folio No. of 'Transferor' Scheme (for existing Unit holder) / Application No. (for new investor)																													
Name of the First / Sole Applicant																													
Name of the Guardian (in case of First / Sole Applicant is a minor)																													
Name of the Second Applicant																													
Name of the Third Applicant																													
Particulars																													
1. Contact details of First / Sole Unit Holder /Guardian (if not provided earlier)		Mobile	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											Tel.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>														
		Email	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																										
2. Name of 'Transferor' Scheme/Plan/Option																													
3. Name of 'Transferee' Scheme/Plan/Option																													
4. Type of STP Plan/Frequency (Please ✓ any one)		<input type="checkbox"/> <b>FSTP</b> Amount of Transfer per Installment: Rs. _____ <input type="checkbox"/> Daily# <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Weekly\$ Date of Transfer (Please ✓ any one) <input type="checkbox"/> 1st <input type="checkbox"/> 5th <input type="checkbox"/> 10th <input type="checkbox"/> 15th <input type="checkbox"/> 20th <input type="checkbox"/> 25th No. of Installments: _____ Enrolment Period*: From: <table border="1"><tr><td>M</td><td>M</td><td></td><td></td><td>Y</td><td>Y</td></tr></table> To: <table border="1"><tr><td>M</td><td>M</td><td></td><td></td><td>Y</td><td>Y</td></tr></table>		M	M			Y	Y	M	M			Y	Y	<input type="checkbox"/> <b>CASTP</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly Date of Transfer (Please ✓ any one) <input type="checkbox"/> 1st <input type="checkbox"/> 5th <input type="checkbox"/> 10th <input type="checkbox"/> 15th <input type="checkbox"/> 20th <input type="checkbox"/> 25th Enrolment Period*: From: <table border="1"><tr><td>M</td><td>M</td><td></td><td></td><td>Y</td><td>Y</td></tr></table> To: <table border="1"><tr><td>M</td><td>M</td><td></td><td></td><td>Y</td><td>Y</td></tr></table>		M	M			Y	Y	M	M			Y	Y
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5. Receipt of Document(s) by E-mail (Please ✓) (Refer Item No. 13)		<input type="checkbox"/> YES^ <input type="checkbox"/> NO ^ The email address provided under Section 1 above will be considered for sending documents by email.																											

In case of insufficient space, please fill up separate Enrolment Forms.  
#Refer Item No. 7 (a) \$Refer Item No. 7 (b) \* Refer Instruction No. 9 (b) / 9(c) overleaf.

**SIGNATURE(S)**

\_\_\_\_\_ First / Sole Unit Holder / Guardian      \_\_\_\_\_ Second Unit Holder      \_\_\_\_\_ Third Unit Holder

Please note : 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 Unit holders are required to sign.

ACKNOWLEDGEMENT SLIP (To be filled in by the Unit holder)			
HDFC MUTUAL FUND			
Date:	Regd. office : Ramon House, 3rd Floor, H.T. Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400020	Enrolment Form No.	
Received from Mr./Ms./M/s. _____ 'STP' applications(s) for transfer of Units; from Scheme / Plan / Option _____ to Scheme / Plan / Option _____		ISC Stamp & Signature <table border="1"><tr><td> </td></tr></table>	

## TERMS & CONDITIONS

1. STP is a facility wherein unit holder(s) of designated open-ended scheme(s) of HDFC Mutual Fund can opt to transfer a fixed amount or capital appreciation amount at regular intervals to designated open-ended schemes) of HDFC Mutual Fund. Currently, the schemes eligible for this facility are as follows,
 

HDFC Growth Fund, HDFC Equity Fund, HDFC Top 200 Fund, HDFC Capital Builder Fund, HDFC Index 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 Multiple Yield Fund, HDFC Multiple Yield Fund - Plan 2005, HDFC Arbitrage Fund, HDFC Premier Multi-Cap Fund, HDFC Income Fund, HDFC High Interest Fund, HDFC Short Term Plan, HDFC Cash Management Fund, HDFC Gilt Fund, HDFC Floating Rate Income Fund, HDFC Liquid Fund.

\* an open-ended equity linked savings schemes with a lock-in period of 3 years. These schemes shall not be eligible for Capital Appreciation Systematic Transfer Plan (CASTP).

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 STP Enrolment Form should be completed in English and in Block Letters only. Please tick (✓) In the appropriate box (☐), where boxes have been provided. The STP Enrolment Form complete in all respects, should be submitted at any of the Investor Service Centres (ISCs) of HDFC Mutual Fund.
  3. A single STP Enrolment Form can be filled for one Scheme/Plan/ Option only.
  4. Investors are advised to read the Scheme Information Document(s) and Statement of Additional Information of the Transferee Scheme(s) carefully before investing. The Scheme Information Document(s) and Statement of Additional Information/ Key Information Memorandum(s) of the respective Scheme(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. Unitholders' name should match with the details in the existing folio number, failing which, the application is liable to be rejected.
  5. Unit holders should note that unit holders' details and mode of holding (single, jointly, anyone or survivor) in the Transferee Scheme will be as per the existing folio number of the Transferor Scheme. Units will be allotted under the same folio number.
  6. STP offers unit holders the following two Plans:
    - i. Fixed Systematic Transfer Plan (FSTP)
    - ii. Capital Appreciation Systematic Transfer Plan (CASTP)

FSTP offers transfer facility at daily, weekly, monthly and quarterly intervals and CASTP offers transfer facility at monthly and quarterly intervals. Unit holder is free to opt for any of the Plans and also choose the frequency of such transfers.
  7. a. Under the FSTP -Daily Interval, unit holders will be eligible to transfer a fixed amount (minimum Rs. 500 and in multiples of Rs. 100 thereafter for schemes other than HDFC Long Term Advantage Fund\* and HDFC TaxSaver\* and minimum Rs. 500 and in multiples of Rs. 500 thereafter for HDFC TaxSaver\* and HDFC Long Term Advantage Fund\*) on every Business Day.
    - b. Under the FSTP - Weekly Interval, unit holders will be eligible to transfer a fixed amount (minimum Rs. 1,000 and in multiples of Rs. 100 thereafter for schemes other than HDFC Long Term Advantage Fund\* and HDFC TaxSaver\* and minimum Rs. 500 and in multiples of Rs. 500 thereafter for HDFC TaxSaver\* and HDFC Long Term Advantage Fund\*) on every Friday (If Friday is a Non-Business Day, then the immediate next Business Day).
    - c. Under the FSTP - Monthly Interval, unit holders will be eligible to transfer a fixed amount (minimum Rs. 1,000 and in multiples of Rs. 100 thereafter for schemes other than HDFC TaxSaver\* and HDFC Long Term Advantage Fund\* and minimum Rs. 500 and in multiples of Rs. 500 thereafter for HDFC TaxSaver\* and HDFC Long Term Advantage Fund\*) on the 1st, 5th, 10th, 15th, 20th or 25th of each month.
 

If STP date is a non-Business Day, then the next Business Day shall be the STP Date and the same will be considered for the purpose of determining the applicability of NAV.

Unit holders should be aware that if they decide to take up this facility, there is possibility of erosion of capital e.g. If the unit holder decides to withdraw Rs. 3,000 every quarter and the appreciation is Rs. 2,500, then such redemption proceeds will comprise of Rs. 2,500 from the capital appreciation and Rs. 500 from the unit holder's capital amount.

\* an open-ended equity linked savings scheme with a lock-in period of 3 years.
    - d. Under the FSTP - Quarterly Interval, unit holders will be eligible to transfer a fixed amount (minimum Rs. 3,000 and in multiples of Rs. 100 thereafter for schemes other than HDFC TaxSaver\* and HDFC Long Term Advantage Fund\* and minimum Rs. 500 and in multiples of Rs. 500 thereafter for HDFC TaxSaver\* and HDFC Long Term Advantage Fund\*) on the 1st, 5th, 10th, 15th, 20th or 25th of the first month of each quarter. The beginning of the quarter could be of any month e.g. April, August, October, November, etc. In case there is no minimum amount (as specified above under each Option) available in the unit holder's account, the residual amount will be transferred to the Transferee Scheme and account closed.
  8. Under the CASTP- Monthly Interval, unit holders will be eligible to transfer the entire capital appreciation amount (minimum Rs. 300) by way of capital appreciation on the 1st, 5th, 10th, 15th, 20th or 25th of each month. Under the CASTP-Quarterly Interval, unit holders will be eligible to transfer the entire capital appreciation amount (minimum Rs. 1,000) by way of capital appreciation on the 1st, 5th, 10th, 15th, 20th or 25th of the first month of each quarter. The beginning of the quarter could be of any month e.g. April, August, October, November, etc. Please note that no transfers will take place if there is no minimum capital appreciation amount (except for last transfer leading to closure of account). The capital appreciation, if any, will be calculated from the enrolment date of the CASTP under the folio, till the first transfer date. Subsequent capital appreciation, if any, will be the capital appreciation between the previous CASTP date (where redemption has been processed and paid) and the next CASTP date e.g. if the appreciation is Rs. 3,500 in the first quarter and Rs. 3,000 in the second quarter, the unit holder will receive only the appreciation i.e. Rs. 3,500 in the first quarter and Rs. 3,000 in the second quarter.
  9. a. i. The minimum number of installments under Daily FSTP is as follows:
    - For schemes other than HDFC TaxSaver\* and HDFC Long Term Advantage Fund\*:
      - ◆ where installment amount is less than Rs. 1,000/- : 12
      - ◆ where installment amount is equal to or greater than Rs. 1,000/- : 6
    - For HDFC TaxSaver\* and HDFC Long Term Advantage Fund\*, 6

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

    - (ii) There should be a minimum of 6 Installments for enrolment under Weekly FSTP, Monthly FSTP and CASTP and 2 installments for Quarterly FSTP and CASTP.
    - (iii) Also, the minimum unit holder's account balance or a minimum amount of application at the time of STP enrolment in the Transferor Scheme should be Rs. 12,000.
    - (iv) In case of FSTP Daily / Weekly Interval and Monthly/ Quarterly Interval, Unitholders are required to fill in the number of installments and the enrolment period respectively in the Enrollment Form, failing which the Form is liable to be rejected.
  - b. In case of FSTP - Daily and Weekly Interval, the commencement date shall be within 15 days from the date of receipt of a valid request. FSTP - Weekly will be registered effective from first Friday (if Friday is not a Business Day, then immediately succeeding Business Day) after 10 days from the date of receipt of the valid SIP Enrolment Form.
  - c. The application for enrollment for FSTP - Monthly & Quarterly Interval and CASTP - Monthly & Quarterly Interval should be submitted at least 10 Days before the commencement date of the same. However, there should be a maximum gap of 30 days between the submission of a valid STP request and commencement date of the same.
  - d. There will be no maximum duration for STP enrolment.
  - e. Capital Appreciation Systematic Transfer Plan (CASTP) will be restricted to single enrolment per 'transferor scheme' per folio.
10. In respect of STP 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 STP.
 

Load structure for investments through STP to the Schemes eligible for this facility:

    - **Exit Load of the Transferor Scheme(s):**  
The amount transferred under the STP from the Transferor Scheme to the Transferee Scheme shall be effected by redeeming units of Transferor Scheme at applicable NAV, after payment of any Exit Load, if any, and subscribing to the units of the Transferee Scheme at Applicable NAV.
    - **Exit Load of the Transferee Scheme(s):**  
Applicable Exit Load, if any, in the Transferee Scheme / Plan / Option as on the date of enrollment will also be levied.

For Scheme load structure please refer to Key Information Memorandum or contact the nearest Investor Service Centre (ISC) of HDFC Mutual Fund or visit our website www.hdfcfund.com.
  11. STP will be automatically terminated if all units are liquidated or withdrawn from the Transferor Scheme or pledged or upon receipt of intimation of death of the unit holder.
  12. The provision of 'Minimum Redemption Amount' as specified in the Scheme Information Document(s) of the respective designated Transferor Schemes and 'Minimum Application Amount' specified in the offer document(s) of the respective designated Transferee Schemes will not be applicable for STP.
  13. 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 STP. 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 STP to their e-mail address on a monthly basis, if so mandated.
  14. Unit holders will have the right to discontinue the STP facility at any time by sending a written request to the ISC. Notice of such discontinuance should be received at least 10 days prior to the due date of the next transfer date. On receipt of such request, the STP facility will be terminated.
  15. 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.
  16. The Trustee reserves the right to change/modify the terms and conditions of the STP.