

Application No. CG

Received from Mr/Ms/M/s _

APPLICATION FORM HDFC CHILDREN'S GIFT FUND

Open-ended Balanced Scheme

Application No.

CG

Investors must read the Key Information Memorandum, the instructions and Product Labeling on the cover page before completed in English and in RIOCK LETTERS only.

ARN/RIA	Direct Hair mast m	ention "Direct" in A	RN column.) (Refer In	struction 1)				E USE ONLY STAMP)
	ARN/RIA Name	Sub Agent's ARN	Bank Branch Code	Internal Code for Sub-Agent/ Employee	Employee			
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We hereby confirm that the		-	•		•	Fire	st/ Sole Applican	t (Donor)
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HDFC MUTUAL FUND

for Gifting of Units along with Cheque/Demand Draft/ Payment Instrument as detailed overleaf

Date:

_an application

ISC Stamp & Signature

NA / NA / NA/a	(I (HOLDER DETAI	LS			
Mr. / Ms./ M/s. PAN*/PEKRN*			KYC* (Mandatory) [P		of Attached	
7a. BENEFICIARY C	HILD INFO	ORMATION (re	fer Instruction 5)			
Name of the Beneficiary C (Not exceeding 18 years of a	Child Mast. / ge)	Miss.				
Nationality	.		Date of Birth@ (M.	andatory) D I	D M M Y Y Y	@ Proof attached [Please (🗸)]
PAN/PEKRN (If available)			Addres		ary Crilid	PIN
7b. PARENT / LEGAL	GUARDIAN	OF UNIT HOLD	ER (BENEFICIARY CHILD) (refe	r Instruction 5	5)	
Name of the Parent / Lega guardian of Beneficiary Child	l Mr./M d	ls.				
Status: Individu	ıal 🗌 Non	n - Individual [F	Please attach FATCA, CRS form] (Refer Instruction 5b	& Ultimate I & 18) (Mar	Beneficial Ownership (ndatory)	(UBO) Self Certification
Tel. : STD Code			ountry Code		Office	
Residence				eA	lerts Mobile No.	
PAN*/PEKRN*			KYC* (Mandatory) [Please (√)] ☐ P	roof Attached		
eDocs E-mail^	register for	mv/our HDFCMF	Personal Identification Numbe	r (HPIN) to tran	nsact online as per the tern	ns & conditions displayed on
website: www.hdfcf	fund.com (Er	máil id mandatoi	ry). eme wise annual report or an a			
documents by email.			•	5	of of relationship with minor	,
Date of Birth of the pare			er Court appointed Legal Guardian		V V V V	Friedse (V) Attached
· .			PAN/PEKRN and No. 17 for KY	C @ Mar	ndatory	
Mode of Holding			nild) (Mandatory) [Please (🗸)]		Occupation (of the Bene	eficiary Child) [Please (/)]
Single				(please specify)	☐ Student ☐ Othe	, , , , , , , , , , , , , , , , , , , ,
8. ALTERNATE CHIL				(prease speenly)		(prease spearly)
Name of the Alternate ((Not exceeding 18 years of a		Miss.				
Nationality					tte of D D M M	Y Y Y Y Please (✓) ☐Proof Attached@
Name of the Parent / Le						
·	1	ase (✓)] Father	Mother Court appointed Legal Gu	ıardian	Proof of relationship atta	ched@ Please (/) @ Mandatory
Address of the Alternate	e Child					PIN
Status (of the Alter	rnate Child) [Ma	andatory (Please ✓)]	0	ccupation (of the Alternate	e Child) [Mandatory (Please ✓)]
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☐ Resident		O/OCI 🗆 Othe			☐ Student ☐ Others	•
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10. BANK ACC							efer Instruction 7A) ccount mentioned u	Inder Section 12 \		
Account No.	attacii proo	n, as the pay-out	Dalik account		ame of			inder Section 12.)		
Branch				В	ank Cit	v				
Account Type [Please ✓		s□ Current□ N	re 🗌 nro 🔲			_	lease specify) IFSCC	ode*** (Refer Instruction	on 7C)	
MICR Code**			(The 9 digit code a			o the ch	eque number) *** (M			code appearing on your cheque leaf. If yo
** (Refer Instruction 12) (M									e leat, please c	heck for the same with your bank)
							e (/)] (Refer Ins		via Direct cr	edit/ NEFT/ECS facility
	ceive the re	edemption / div	idend procee							edit through NEFT
		S (refer Instruction of the Cheque						nust be pre printed	on the cheq	ue.) (Please write Application
Plan (Please ✓) 🗌 Inves	tment Plan (E	quity Orient	ed) 🗌 Savi	ngs Pla	n (De	ebt Oriented) U	nits subject to Lock-	in Period [Pl	ease ✓] ○ Yes ○ No (Defau
_	•	rchase/ Subscript Key Partner/ A		_	outor)			tion (Purchase/ Subso	•	e directly with the Fund)
			For Defa	ault Option (viz. Dire	ct / Re	egular Option) refe	er instruction 8		
								e) (PAN of Beneficiary ust mention "Direct"		HDFC Children's Gift Fund-(Plan Plan name.)
Cheque/ D		Cheque/ DD/	Amount o		DD 61					D D A . N
Paymen Instrumer UTR No.	nt/	Payment Instrument/ UTR Date	DD / Pa Instrumer NEFT in fig	nt / RTGS/	DD Cha if a		Net Cheque/ DD Amount	Drawn on Bank /	/ Branch	Pay-In Bank Account No. (For Cheque Only)
Mode of Paym	nent (Plea	250 ./)		Third Pa	rty Ma	ndat	ory Enclosure(s)*		
Cheque	iciic (i iec	13C V)							e third party	(Donor) is not pre-printed o
Crieque				the cheque certifying	ue then that the	a cop e thire	by of the bank pa d party maintains	assbook / statement a bank account.	of bank ac	count or letter from the ban
Pay Order				debited f	or issue	of th	ne instrument or	Copy of the acknow	wledgemen [.]	me and Bank Account Numbe t from the bank, wherein th
Demand Draft Banker's Cheque										party as an account holder ar or issuance of the instrument.
RTGS										
NEFT				Copy of t	he Instr	uctior	n to the Bank stat	ing the Bank Accou	nt Number	which has been debited.
Fund Transfer	- I#ID56			11 11 11	/#!!DEC	4146		1		Tell I de 192
* HDFC Mutual documents/infor	mation fro	. Asset Manage m the Third Par	ment Compa ty for establis	ny Limited (hing the ider	tity of t	he Th	") reserves the rig iird Party.	int to seek informa	tion and /oi	obtain such other additiona
13. DECLARA	TIONE 9 C	ICNATURE(C)	/Defeat leaster to	tion 10 and	1.4\					
			•		-	a/jud	Igment etc. of any	regulation including	SERI I/Ma	confirm that my application is in
compliance with	applicable lı	ndian and foreig	n laws. I / We h	ereby confirr	n and de	clare	as under:-			
		stood and here ind of HDFC Mu					conditions of the s	scheme related docu	iments and a	apply for allotment of Units o
		invest in favou nents/authoriza		r unitholder	as per tl	he sch	neme related docu	uments and am/are a	authorised t	o make this investment as pe
(3) The information required by	ation given the HDFC	in / with this a	pplication for nent Compan	y Limited (A	MC)/Fu	nd an				tional information as may be s and Transfer Agent (RTA) ir
(4) That in the							to be false/untrue	e/misleading, I/We w	ill be liable	for the consequences arising
therefrom. (5) I/We hereby	authorize	you to disclose.	share, remit i	n any form/n	nanner/r	mode	the above inform	ation and/or any par	rt of it includ	ling the changes/updates that
may be prov	vided by me	us to the Muti	ual Fund, its S	ponšor/s, Tru	ıstees, A	sset N	Management Com	npany, its employees	, agents and	Ithird party service providers judicial authorities/agencie:
including bu	ut not limite	ed to Financial II	ntelligence U	nit-India (FIL	J-IND) et	c with	nout any intimatio	on/advice to me/us.	•	,
(6) I/We will inc		Fund, AMC, Irt	istee, RTA and	d other inter	mediarie	es in c	ase of any dispute	regarding the eligit	oility, validit	y and authorization of my/ou
								the form of trail cor ne Scheme is being re		any other mode), payable to
(8) I/WE HEREE	BY CONFIR	M THAT I/WE H	IAVE NOT BE	EN OFFERE			•			ANY INDICATIVE YIELD BY
THE FUND/A Third Party Pay		ISTRIBUTOR FO								
					deration	n of na	atural love and aff	fection or as a gift.		
					_		ply and be bound	•		
										ivention or evasion of any act ble for any claim, loss and/ o
damage of w	hatsoever r		Fund/ AMC m	ay suffer as a	result c	of acce	epting the aforesa			s processing the transaction in
Third Party Pay	ment Dec	larations appl	icable to Paı	rents/ Legal	Guardi	ian:				
1. I/We hereby co			•	•				n to the funds recei	ived toward	s Subscription of Units in thi
Scheme(s) on	behalf of th	he minor.		or registered	10110	unu	ave no objectio	to the fallus feter	a tovvaru	s subscription of omits in the
For Foreign Na I/We will redeem				change my	our Indi	an re	sidency status I/M	e shall be fully liable	for all cons	equences (including taxation
arising out of the	e failure to i						sidericy status. I/VV	e shan be runy hable	. Tor an COIIS	equences (including taxation
For NRIs/PIO/O	-	ation is in comp	liance with a	oplicable Ind	ian and	forei	gn laws.			
Please (✓) ☐ Ye	_			•			atriation basis		Date :	
SIGN H										
(Please write Appl Folio No. on the	reverse of t	No./ he								
Ch / D	mand Draft/ strument.)		Dono				Additional	Donor	Pa	arent / Legal Guardian

CHECKLIST

- 💌 Please ensure that your Application Form is complete in all respects and signed by all Donors and Parent/ Legal Guardian (wherever applicable):
 - Name, Address and Contact Details are mentioned in full. Status of Donor is correctly indicated. Bank Account Details are entered completely and correctly. Permanent Account Number (PAN) of Donor and additional Donor are mentioned irrespective of the amount of purchase and proof attached (if not already validated) OR PAN Exempt KYC Reference Number (PEKRN) in case of PAN exempt investment. Please attach proof of KYC Compliance status if not already validated. Appropriate Plan / Option is selected.
- Your investment Cheques and bank drafts must be drawn in favour of "HDFC Children's Gift Fund-(Plan Name) (PAN of Unitholder)" or "HDFC Children's Gift Fund-(Plan Name) (Unitholder's Name)" dated, signed and crossed 'A/c Payee only'. Application Number/Folio No. is mentioned on the reverse of the Cheque/DD.
- Documents as listed below are submitted along with the Application Form (as applicable to your specific case).

	Documents	Companies / Trusts / Societies/ Partnership Firms / LLP	NRI/ OCI/ PIO	Minor	Investments through Constituted Attorney
1.	Board/ Committee Resolution/ Authority Letter	✓			
2.	List of Authorised Signatories with Specimen Signature(s) @	✓			✓
3.	Notarised Power of Attorney				✓
4.	Account Debit Certificate in case payment is made by DD from NRE / FCNR A/c. where applicable		/		
5.	PAN Proof	✓	✓	√ #	✓
6.	KYC Acknowledgement Letter / Print out of KYC Compliance Status downloaded from CDSL Ventures Ltd. website (www.cvlindia.com)	1	1	√ #	/
7.	Proof of Date of Birth			1	
8.	Proof of Relationship with Guardian			1	
9.	PIO / OCI Card (as applicable)		1		
10.	Ultimate Beneficial Owner	√			1
11.	FATCA & CRS	✓	1	1	/

[@] Should be original or true copy certified by the Director / Trustee / Company Secretary / Authorised Signatory / Notary Public, as applicable.

[#] If PAN/PEKRN/KYC proof of Minor is not available, PAN/PEKRN/KYC proof of Guardian should be provided.

APPLICATION FORM FOR SIP & FLEX SIP

[For Investments through NACH/ ECS (Debit Clearing)/ $\,$ Direct Debit Facility/ Standing Instruction] Important: Please strike out the Section(s) that is/are not used by you to avoid any unauthorised use



July 2018

ARN- EUIN Declaration (only wi	ALOUINIAI.	IUN (1~··	00+0	annie	na	lor Direct	Dia		o+	nort:	or "	Die-	ot":	n ^ r		oles-	nr \							EUL	חר כ	EIC	EHIC	E O	dalities	TIME	CTV V
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FILIN Declaration (only w																															
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I/We hereby confirm that relationship manager/ sa manager/sales person of	t the EUIN les persor	l box ha	as bee above	en inte distri	entio	nally lef	t bl	ank	by not	me/ with	us Ista	as t ndir	this ng tl	tra 1e a	nsa Idvi	ctio ce d	n is of in	exe appi	opr	d wit	hou ess	t an	ıy ir ny,	ntera prov	actio video	on o d by	r adv	rice emp	by th	ne en e/rela	nployee tionshi
First/ Sole Ap	plicant/ Gu	ardian								Seco	ond A	Appl	ican	t											Thir	rd Ap	plica	nt			
Transaction Charges for A	•	_				• (,											ate:	[)	D		VI .	M	_ Y		Υ	Υ
If the total commitment of in Charges, the same are deduc issued against the balance of Upfront commission shall be the ARN Holder.	vestment ti tible as app the installn paid direct	arough S alicable for aent amount ly by the i	rom th unts in invest	. amou le insta lveste or to th	unt pe allmen d. he ARN	r SIP ins t amoun I Holder	talin tand (AM	nent I pay FI re	x n abl	e to t	the C	taiin Distr tribu	nent ibut utor)	s) a or. Ir bas	mou 1 suc sed o	nts h ca n th	to H ases ie in	s.10,0 Trans vesto	acti s' a	or mo on Ch ssess	re a arge men	na yo will t of v	be r ario	ecov us fa	erab	or na ole in s inc	s opt 3-4 i Iudin	ed to nsta g the	rece Ilmen servi	ive tra ts. Un ce rei	ansaction its will b idered b
lease (\checkmark) any one. In the abse	nce of indic	ation of t	the opt	ion the	e form	is liable 1	o be	reje	cte	d.																					
☐ NEW REGISTRATION				CHAN	GE O	TM DEB	IT N	/IAN	DA	TE (Ref	er It	em	No.	3)] (CAN	CEL	LAT	ION	(Ref	er It	em N	o. 7)	
1) INVESTOR DETAI	LS																														
Application No. (For new investirst/ Sole Applicant Details	or)/ Folio N	o. (For ex	kisting	Unitho	older)																										
Mobile No.					Ei	nail ld																									
IAME OF FIRST/SOLE APPLI	CANT Mr	: Ms. M/s	S.																												
NAME OF THE SECOND APPLIC		: Ms. M/s																													
IAME OF THE THIRD APPLICA	NT Mr.	: Ms. M/s								\perp																			+	OVC.	D
Applicant		PAN/	PEKRN	1 # (Mar	ndator	/)				1			_			_		- 1	CYC	Numb	er	_						_	Mar	(YC idatory	Proo Attach
Sole / First Applicant										\perp												_									
Second Applicant																															
Third Applicant																															
Guardian/POA Holder																															
# Please attach Proof. If PAN/PEKE		-	-								-																				
Mr. Ms. Ws.		ior) / COI	NTACT	T PERS	SON -	DESIGNA	ATIO	N (Ir	ı ca	se o	f No	n-in	divi	dual	Inv	esto	rs)/	PoA I	HOL	DER											
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2nd Applicant	\square	+	\sqcup		\perp	+		D	D	M	M	Υ	Υ	Υ	Υ	_		\sqcup	4		1						_	\downarrow	\perp	_	
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2A) INVESTMENT DETAILS FOR SIP [Please	` /3			
Scheme Name (1		Plan Direct	Option/Sub-c	ption
SIP Installment	Start Month/Year End	Regular Direct Month/Year (Default Dec 20	40* SID Eroquopov	(Please refer Item iii)
Amount (₹)	M M Y Y Y	M M Y Y Y Y		Monthly ⁺ Quarterly
SIP Date (Please (✓) one or more of the following da	ates) (Please refer Item 5) 6th	□ 10th ⁺ □ 11th		4th
	22nd 23 rd 24 th 25 t			30th
☐ SIP TOP-UP (✓) Not available for Daily SIP	SIP TO	P-UP CAP		onth-Year*:
	Jointago (70)	ount*: ₹ has to choose only one option)	OR M	M Y Y Y Y
Frequency (✓): ☐ Half Yearly ☐ Yearly Freq Scheme Name (2		Plan	Option/Sub-c	ption
	1	Regular Direct	орион, опи	F
SIP Installment	Start Month/Year End	Month/Year (Default Dec 20	40)* SIP Frequency	(Please refer Item iii)
Amount (₹)	M M Y Y Y	M M Y Y Y	Daily ⁺⁺	Monthly ⁺
SIP Date (Please (✓) one or more of the following da			740th	AL
	6th			4th
☐ SIP TOP-UP (✓) Not available for Daily SIP		P-UP CAP		onth-Year*:
Amount (₹) ^ OR Per	Jonago (70)	ount*: ₹	OR M	M Y Y Y
Frequency (✓): ☐ Half Yearly ☐ Yearly ⁺ Freq Scheme Name (3	to	has to choose only one option)	Option/Sub-c	intion
Scheme Maine (S)	Regular Direct	Option/Sub-t	puon
SIP Installment	Start Month/Year End	Month/Year (Default Dec 20	40)* SIP Frequency	(Please refer Item iii)
Amount (₹)	M M Y Y Y Y	M M Y Y Y	· · · · · · ·	Monthly ⁺
SIP Date (Please (\checkmark) one or more of the following da	ates) (Please refer Item 5)			
	6th 7th 8th 9th			4th
17th18th20th21st	22nd 23rd 24th 25t	h	28th29th3	31st 31st 31st
		ount*: ₹	OR M	M Y Y Y Y
		has to choose only one option)		
*Default, if not selected. • *+*Triggered and processed only on all frequency. • ^ TOP UP amount has to be in multiples of Rs. 100 only Investors/unitholders subscribing for this facility are required to subr	y. Please see Item v (a)) • \$The minimun	n TOP UP Percentage has to be 10	% and in multiples of 1% therea	fter, of the existing SIP installment
*TOP-UP CAP amount: Please refer Item v (b) {1}]	# TOP-UP CAP Month-Year: Please r	efer Item v (b){2}]		
Maximum amount of debit (SIP+Top-up) under direct de				5,00,000/- per installment.
First SIP Transaction via Cheque No.	Cheque Dated D	D M M Y Y Y	Amount@ (Rs.)	
Mandatory Enclosure (if 1st Installment is not by cheque	,	Copy of cheque	as each/total S	eque amount should be same IP Amount.
The name of the first/ sole applicant must be pre-printed of	·			
2B) INVESTMENT DETAILS FOR FLEX SIP [Scheme Name (1)	Please tick (√)]		Plan	Option/Sub-option
Scheme Name (1)		Regular		Growth
SIP Installment			ease refer Item No. E]	Start Month/Year
Amount (₹)Raximum Rs.	1,00,000	Monthly ⁺	Quarterly	M M Y Y Y
SIP Date (Please (\checkmark) one or more of the following da				
	6th 7th 8th 9th		12th13th1	
☐ 17th ☐ 18th ☐ 19th ☐ 20th ☐ 21st ☐ Tenure of SIP - Please (✓) (Please refer Item No. D)	22nd 23rd 24th 25tl	n	28th 29th 3	0th 31st
Scheme Name (2)		10 10 10 10 10 10 10 10 10 10 10 10 10 1	Plan	Option/Sub-option
		Regular		Growth
SIP Installment		SIP Frequency [P	ease refer Item No. E]	Start Month/Year
Amount (₹)Raximum Rs.	1,00,000	Monthly ⁺	Quarterly	M M Y Y Y
SIP Date (Please (✓) one or more of the following da			10th	/#b □ 15#b □ 10#
	6th 7th 8th 9th 22nd 23rd 24th 25ti		12th	
Tenure of SIP - Please (✓) (Please refer Item No. D)		10 Years 15 Years	20 Years	
*Default, if not selected. • Investors/unit holders subscribing for th		_		
First SIP Transaction via Cheque No.	Cheque Dated D	D M M Y Y Y	Y Amount (Rs.)	
Mandatory Enclosure (if 1st Installment is not by cheque)	· .		Autount (118.)	
The name of the first/ sole applicant must be pre-printed or		oopy of cheque		

\TE														
) I E: Ir	n case the OTM is not registered, please fill in the atta	ached OTM Debi	it Mandate.											
) UN	IIT HOLDING OPTION DEMAT MODE*	PHYSICA	AL MODE (De	fault)		(refe	er instruc	tion 6)						
•	ccount details are mandatory if the investor wishes to hold the		,	,		,		,						
	DP Name							ficiary					Τ	Т
ISDL	Dr Name	UF I			_		Acco	unt No.				<u> </u>	_	_
DSL	DP Name		Beneficiary Account No.											
vestor	opting to hold units in demat form, may provide a copy of the D	DP statement enable	e us to match ti	ne demat d	etails as st	tated in	the applic	ation fo	rm.					
) DE	CLARATION AND SIGNATURE(S)													
le here	by confirm and declare as under:- read, understood and agree to comply with the terms and conditi	ione of the echema	ralated documa	nte of the C	chama and	l tha tari	me & conc	itione of	f anrolma	ont for Svo	etamatic	Invactm	ont	DIa
of $N\Delta f$	CH/ ECS (Debit Clearing) / Direct Debit / Standing Instruction facilit	ities I/We herehy an	anly to the Truste	es for enro	lment unde	or the SII	P							
ARN I amoi	nolder has disclosed to me/us all the commissions (in the form ngst which the Scheme is being recommended to me/us.	m of trail commissi	ion or any othei	r mode), pa	yable to h	im/the	m for the (lifferen	t compet	ing Sche	mes of v	arious i	mut	ua
_														
	First/ Sole Unit holder/ Guardian/ POA Holder		Second Unit	holder					-	Third Un	it holde	er		
	Please note: Signature(s) sh	hould he as it an	nears in the f	iolio/ on t	he Annlic	ation	Form an	l in the	same	order				
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CRE MOI CAN nk A th nk: amo	ATE DIFY I/Ve hereby authorize: HDFC Mutual Formula of Rupees	for Lumpsum Addi	As & when pres	us as well a	s SIP Regi	o debi	t (tick/)	SB /	OFFICE L CA / CC MICR MICR	JSE ONLY	NRE / S			

Name as in Bank Records

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.

to or

☐ Until Cancelled

Third Party Payment Declaration Form



Third Party Payment Declaration Form should be completed in **English** and in **BLOCK LETTERS** only. (Please read the Third Party Payment Rules and Instructions carefully before completing this Form)

Declaration Form No.

OR OFFICE USE	Date of F		ot									Fo	lio N	No.											Bra	ınch	Trai	ns. N	lo.			
BENEFICIAL IN	IVEST	OR IN	NFOF	MA	TION	(R	efe	r Ins	truc	tion	No.	2)																				
Folio No. (For ex	isting inv	estor))															Ap	plica	tion	No.											
Mr. Ms. M/s.	SOLE A	PPLI	CAN	(BE	NEFI	CIAL	INV	/EST	OR)																							
THIRD PARTY I	NEORI	ΛΑΤΙ	ON	(Re	fer In	struc	tion	n No.	3)																							
NAME OF THIRD			_	,					,																							
Mr. Ms. M/s.																																
Nationality											PAN	l#													KY	C**	Plea Mar	ase t	ick ory	(√)] for an	Att	ach
#Mandatory for a	ny amo	unt. F	Please	atta	ch P	AN Pr	oof	. Ref	er ir	ıstrı	uctio	n No	o. 6.	**	Refe	r ins	stru	ctior	No.	8.						•	(,		,	
NAME OF CONTA	ACT PEI	RSON	I & DE	SIG	NATIO	ON (in	ca	se of	non	-Ind	ividu	al Th	nird	Party	/)								ı									
Mr. Ms.				_			_			_			_										_						_			
Designation																																
MAILING ADDRE	SS (P.O	. Box	Addr	ess i	may n	ot be	su	TTICIE	ent)																							
CITY										-	TATE														PIN	CO	DE					
CONTACT DETAI	LS			ı	ı			STD ()		-	-				ı			1 - 1 - 11	_		ı									
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Status of the Beneficial Investor					linor										FII Clie		,				ploy		•				Ag	ent/	Dis	tribut	or/ D	eal
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THIRD PARTY PAYMENT RULES

- 1. In order to enhance compliance with Know your Customer (KYC) norms under the Prevention of Money Laundering Act, 2002 (PMLA) and to mitigate the risks associated with acceptance of third party payments, Association of Mutual Funds of India (AMFI) issued best practice guidelines on "risk mitigation process against third party instruments and other payment modes for mutual fund subscriptions". AMFI has issued the said best practice guidelines requiring mutual funds/asset management companies to ensure that Third-Party payments are not used for mutual fund subscriptions
- 2a. The following words and expressions shall have the meaning specified herein:
 - (a) "Beneficial Investor" is the first named applicant/investor in whose name the application for subscription of Units is applied for with the Mutual Fund.
 - (b) "Third Party" means any person making payment towards subscription of Units in the name of the Beneficial Investor.
 - (c) "Third Party payment" is referred to as a payment made through instruments issued from a bank account other than that of the first named applicant/ investor mentioned in the application form.

Illustrations

Illustration 1: An Application submitted in joint names of A, B & C alongwith cheque issued from a bank account in names of B, C & Y.This will be considered as Third Party payment.

Illustration 2: An Application submitted in joint names of A, B & C alongwith cheque issued from a bank account in names of C, A & B. This will not be considered as Third Party payment.

Illustration 3: An Application submitted in joint names of A, B & C alongwith cheque issued from a bank account in name of A. This will not be considered as Third Party payment.

- 2b. The Fund / AMC will not accept subscriptions with Third Party payments except in the following exceptional cases, which is subject to submission of requisite documentation/ declarations:
 - (i) Payment by Parents/Grand-Parents/Related Persons* on behalf of a minor in consideration of natural love and affection or as gift for a value not exceeding Rs. 50,000/- for each regular Purchase or per SIP installment. However, this restriction of Rs. 50,000/- will not be applicable for payment made by a Guardian whose name is registered in the records of Mutual Fund in that folio (i.e. father, mother or court appointed Legal Guardian).
 - * 'Related Person' means any person investing on behalf of a minor in consideration of natural love and affection or as a gift.
 - (ii) Payment by an Employer on behalf of employees under Systematic Investment Plans (SIP) or lump sum / one-time subscription, through Payroll deductions or deductions out of expense reimbursements.

- (iii) Custodian on behalf of an FII or a Client.
- (iv) Payment by a Corporate to its Agent/ Distributor/ Dealer (similar arrangement with Principal agent relationship), on account of commission or incentive payable for sale of its goods/services, in the form of the Mutual Fund Units through SIP or lump sum / one-time subscription.
- 2c. Applications submitted through the above mentioned 'exceptional cases' are required to comply with the following, without which applications for subscriptions for units will be rejected / not processed/refunded.
 - Mandatory KYC for all investors (guardian in case of minor) and the person making the payment i.e. third party.
 - (ii) Submission of a complete and valid 'Third Party Payment Declaration Form' from the investors (guardian in case of minor) and the person making the payment i.e. third party.
 - (iii) Verifying the source of funds to ensure that funds have come from the drawer's account only.
- 2d. In accordance with SEBI Circular No. CIR/MIRSD/13/2013 dated December 26, 2013, the additional details viz. Occupation details, Gross Annual Income/networth and Politically Exposed Person (PEP)* status mentioned under section 4 & 5 which was forming part of uniform KYC form will now be captured in the application form of the Fund. Also, the detail of nature of services viz. Foreign Exchange/Gaming/Money Lending, etc., (applicable for first/sole applicant) is required to be provided as part of Client Due Diligence (CDD) Process of the Fund.

The said details are mandatory for both Individual and Non Individual applicants.

*PEP are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/military officers, senior executives of state owned corporations, important political party officials, etc.

2e. Investor(s) are requested to note that any application for subscription of Units of the Scheme(s) of HDFC Mutual Fund accompanied with Third Party payment other than the above mentioned exceptional cases as described in Rule (2b) above is liable for rejection without any recourse to Third Party or the applicant investor(s).

The above mentioned Third Party Payment Rules are subject to change from time to time. Please contact any of the Investor Service Centres of HDFC AMC or visit our website www.hdfcfund.com for any further information or updates on the same.