HDFC MUTUAL FUND

UNCLAIMED REDEMPTION / DIVIDEND CLAIM FORM

Please read documentation requirements and Terms and Conditions overleaf. Please fill in the information below legibly in English and in CAPITALS.

IMPORTANT: Please strike off the section(s) that is (are) not used by you to prevent any unauthorized use.

DATE DD MM YYYY

A. UNITHOLDER INFORMATION

First/Sole Unitholder Guardian^

Folio No(s)

PAN First/Sole Unitholder/Guardian | Second Unitholder | Third Unitholder

^ If there is any change in your name, please refer instructions (2) overleaf

B. CLAIM REQUEST (Refer instructions (1 & 3) overleaf)

Please pay out my unclaimed amount(s) to my bank account number registered in the above mentioned folio(s) OR to my new bank account mentioned below

Ac No. Account Type [Please tick (✓)] ☐ Savings ☐ Current ☐ NRE ☐ NRO ☐ FCNR ☐ Others _____

Bank Name :

Branch : Bank City : State :

IFSC Code MICR Code

NOTE :

Unitholders will receive redemption/ dividend proceeds including unclaimed amount(s) directly into their bank account via Direct Credit/ NEFT facility.

The charges, if any, levied by the Unitholder's bank for receiving payments (i.e. dividend / redemption proceeds) through NEFT / RTGS and crediting the Unitholder's account, will be borne by the Unitholder.

Proof of Identity to be provided by the First/sole Unitholder/Guardian. Please submit any one of the following valid documents and tick (✓) against the documents attached.

☐ PAN ☐ Passport ☐ UID (Aadhaar Card) ☐ Driving Licence ☐ Voter ID ☐ Others _____ refer instruction (1) overleaf.

C. CONTACT DETAILS

STD Code TEL. (Off.) TEL. (Res.) Fax

Mobile E-mail^

^ On providing email-id, investors shall mandatorily receive scheme wise annual report or an abridged summary thereof account statements / statutory and other documents by email. It is deemed that the Unitholder is aware of all the security risks associated with online communication including possible third party interceptions of documents sent via email.

D. CHANGE OF ADDRESS FOR UNITHOLDERS WHO ARE NOT KYC COMPLIANT

_____

_____ City _____

State _____ Pin _____ Country _____

Proof of Address to be attached [Refer instructions (4) overleaf]

E. UNITHOLDER(S) SIGNATURE(S)

Note:

1. To be signed by all unitholders, if mode of holding is joint.
2. Alterations in the form, if any should be countersigned as per the mode of holding registered in the folio(s).
3. The details provided in this form which are valid (as per verification carried out by us) will get updated/ override the previous detail(s) in the folio(s).

Declaration :

"I/We hereby declare and confirm that the information provided in this form is true and correct and is duly supported by the document proof enclosed alongwith the form. I/We further agree and confirm that in the event there is any discrepancy between the information provided herein and the supporting documents, the AMC/Mutual Fund shall be entitled to reject the form. The AMC/Mutual Fund shall not be liable and/or responsible for any loss or damage that I/we may incur if the Form is rejected."

First/Sole Unitholder/Guardian | Second Unitholder | Third Unitholder

INSTRUCTIONS

1. Proof of Identity

ANY ONE of the below mentioned documents to be submitted for First / Sole Unitholder / Guardian as valid ID proof.
PAN card / Unique Identification Number (UID) (Aadhaar) / Passport / Voter ID/ Driving Licence etc.

2. Change of Name / Surname

Please submit a written request specifying the reason for change in name / surname along with this form. The following documents are to be submitted as valid proofs for name change as per the scenarios explained below.

a. In case of name change on account of:
- Marriage / Divorce: Copy of Marriage certificate / Divorce decree.
- Numerology / any other reason: Gazette notification.
- Non-individual: New MOA, BR, ASL along with certificate of incorporation.

b. New signature of the Unitholder duly attested by the Bank Manager.

c. Bank account proofs as per new name (refer instructions (3)).

d. Attested copy of PAN card / KYC in the new name.

Unitholder(s) who are KYC compliant, should additionally get the new name updated with the KRA. The form for change in KYC details is available on our website.

3. Change of Bank Mandate

Proof of ANY ONE of the existing bank accounts in the folio and proof of the new bank account mentioned in this form should be submitted.
The following documents are valid proof for a bank account.

- A cancelled original cheque leaf (where the account number and first Unitholder name is printed on the face of the cheque). Unitholder(s) should without fail cancel the cheque and write 'Cancelled' on the face of it to prevent any possible misuse.
- A letter from the bank on its letterhead certifying that the Unitholder maintains/maintained an account with the bank, the bank account information like bank account number, bank branch, account type, the MICR code of the branch and IFSC Code (where available). The letter should be certified by the bank manager with his/her full signature, name, employee code, bank seal and contact number.
- A copy of the bank pass book or a statement of bank account with current entries not older than 3 months having the name, address and account number of the account holder. The copy should be certified by the bank manager with his/her full signature, name, designation, employee code, bank seal and contact number.
- Unitholder(s) may also bring a copy of any of the documents mentioned above along with the original documents to the ISCs/Official Points of Acceptance of HDFC Mutual Fund ("Fund"). The copy of such documents will be verified with the original documents to the satisfaction of the Fund. The original documents will be returned across the counter to the Unitholder after due verification. In case the original of any document is not produced for verification, then the copies should be attested by the bank manager with his/her full signature, name, designation, employee code, bank seal and contact number.
- The new bank account mentioned in this form will be registered as the default bank account.

In the event of a request for change in bank account information being invalid / incomplete/ not satisfactory in respect of signature mismatch/ document insufficiency / not meeting any requirements more specifically as indicated in aforesaid clauses, the request for such change of bank account and subsequent payout of unclaimed amount(s) will not be processed.

4. Change of address

Please submit ANY ONE of the following valid documents as proof of new address (self attested).
Passport / Ration card / Registered Lease / Sale Agreement of Residence / Driving License / Voter Identity Card / Latest bank account statement / Passbook / *Latest Telephone Bill (only Land Line) / *Latest Electricity Bill / *Latest Gas Bill.
*Not more than 3 Months old.
Please always mention the pincode while updating the address as it helps postal authorities and couriers in faster delivery. Change of address request for folios that are KYC compliant will not be registered by the fund and investor should get the address updated with KRA first. For Non KYC folios-Attach Proof of address AND PAN Card (OR Any other Proof of Identity for PAN exempt cases only).
Copies of all documents submitted should be self attested and accompanied by originals for verification or they should be attested by a KYD complied distributor or personnel / entities authorized for attesting as per KYC guidelines.

5. General Instructions

- Copies of all documents submitted should be self attested and accompanied by originals for verification or they should be attested by personnel / entities authorized for attesting as per KYC guidelines.
- HDFC AMC / Fund may call for any additional documents if required.
- In the event of death of First / Sole / all Unitholders, the claimant should first complete the transmission formalities by contacting us at any of our contact details mentioned below. Subsequent to processing of the transmission, a request to claim the unclaimed amount(s) should be submitted to us.
- Please ensure that this form is complete in all respects and signed by the Unitholder(s) as per the mode of holding registered in the folio(s). The completed form should be submitted at any of our Investor Service Centres (ISCs), the details of which are available on our website.