

APPLICATION FORM FOR SIP & FLEX SIP

[For Investments through NACH/ Direct 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

April 2022

Please (✓) as applicable:

- ☐ OTM Debit Mandate is already registered in the folio. [No need to submit again]. SIP Auto debit can start in 10 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 10 to 30 days depending on NACH modalities.

Enrolment Form no.

KEY PARTNER / AGENT INFORMATION (Investors applying under Direct Plan must mention "Direct" in ARN column.)						FOR OFFICE USE ONLY (TIME STAMP)
ARN/RIA Code/Stock Broker/ Portfolio Manager Registration Number (PMRN)	ARN/RIA /Stock Broker/ Portfolio Manager's 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) (Refer Item No. 2(I)a) 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.						
Sign Here First/ Sole Applicant/ Guardian		Sign Here Second Applicant		Sign Here Third Applicant		
Transaction Charges for Applications through Distributors only (Refer Item No. 13)				Date:	D	D
				M	M	
				Y	Y	Y
				Y	Y	Y
If the total commitment of investment through SIP (i.e. amount per SIP installment X no. of installments) amounts to Rs.10,000 or more and your Distributor has opted to receive transaction Charges, the same are deductible as applicable from the installment amount and payable to the Distributor. In such cases Transaction Charge will be recoverable in 3-4 installments. Units will be issued against the balance of the installment amounts invested.						

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

- ☐ NEW REGISTRATION ☐ CANCELLATION (Refer Item No. 7)

1) INVESTOR DETAILS

Application No. (For new investor)/ Folio No. (For existing Unitholder)

First/ Sole Applicant Details

Mobile No.		Email Id	
NAME OF FIRST / SOLE APPLICANT	Mr. Ms. M/s.		
NAME OF THE SECOND APPLICANT	Mr. Ms. M/s.		
NAME OF THE THIRD APPLICANT	Mr. Ms. M/s.		

Applicant	PAN/ PEKRN* (Mandatory)	KYC Number	KYC Mandatory	Proof Attached
Sole / First Applicant			☐	☐
Second Applicant			☐	☐
Third Applicant			☐	☐
Guardian/POA Holder			☐	☐

Please attach Proof. If PAN/PEKRN/KYC is already validated please don't attach any proof. PEKRN mandatory for Micro SIP Refer Item No. 11 and 12.

NAME OF THE GUARDIAN (In case of minor) / CONTACT PERSON - DESIGNATION (In case of Non-individual Investors)/ PoA HOLDER

Mr. Ms. M/s.

RELATIONSHIP WITH MINOR

I/WE WOULD LIKE TO INVEST TO MEET MY/OUR FINANCIAL GOALS (choose anyone (✓) (Refer Item No. 15)

☐ Purchase of Residence ☐ Children's Education ☐ Children's Marriage ☐ Retirement ☐ Others Please Specify

Target Amount

ACKNOWLEDGEMENT SLIP (To be filled in by the Unit holder)

HDFC MUTUAL FUND	
Date:	Head Office : HDFC House, 2nd Floor, H.T. Parekh Marg, 165-166, Backbay Reclamation, Churchgate, Mumbai - 400 020.
Application/ Folio No.	ISC Stamp & Signature
Received from Mr./Ms./M/s.	SIP application
Scheme / Plan / Option	Scheme 1
	Scheme 2

2A) INVESTMENT DETAILS FOR SIP [Please tick (✓)]

Scheme Name (1)		Plan	Option/Sub-option
		☐ Regular ☐ Direct	
SIP Installment Amount (₹)	Start Month/Year M M Y Y Y Y	End Month/Year (Default Dec 2040)* M M Y Y Y Y	SIP Frequency (Please refer Item iii) ☐ Daily** ☐ Weekly** ☐ Monthly* ☐ Quarterly ☐ Half-Yearly ☐ Yearly
SIP Date (Please (✓) one or more of the following dates) (Please refer Item 5) ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th* ☐ 11th ☐ 12th ☐ 13th ☐ 14th ☐ 15th ☐ 16th ☐ 17th ☐ 18th ☐ 19th ☐ 20th ☐ 21st ☐ 22nd ☐ 23rd ☐ 24th ☐ 25th ☐ 26th ☐ 27th ☐ 28th ☐ 29th ☐ 30th ☐ 31st		For Weekly SIP (Please (✓) ☐ Monday ☐ Tuesday ☐ Wednesday* ☐ Thursday ☐ Friday	
☐ SIP TOP-UP (✓) Not available for Daily and Weekly SIP Amount (₹) ^ _____ OR Percentage* (%) _____ Frequency (✓): ☐ Half Yearly ☐ Yearly* Frequency: Yearly		SIP TOP-UP CAP CAP Amount*: ₹ _____ OR _____ (Investor has to choose only one option) CAP Month-Year*: M M Y Y Y Y	

Scheme Name (2)		Plan	Option/Sub-option
		☐ Regular ☐ Direct	
SIP Installment Amount (₹)	Start Month/Year M M Y Y Y Y	End Month/Year (Default Dec 2040)* M M Y Y Y Y	SIP Frequency (Please refer Item iii) ☐ Daily** ☐ Weekly** ☐ Monthly* ☐ Quarterly ☐ Half-Yearly ☐ Yearly
SIP Date (Please (✓) one or more of the following dates) (Please refer Item 5) ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th* ☐ 11th ☐ 12th ☐ 13th ☐ 14th ☐ 15th ☐ 16th ☐ 17th ☐ 18th ☐ 19th ☐ 20th ☐ 21st ☐ 22nd ☐ 23rd ☐ 24th ☐ 25th ☐ 26th ☐ 27th ☐ 28th ☐ 29th ☐ 30th ☐ 31st		For Weekly SIP (Please (✓) ☐ Monday ☐ Tuesday ☐ Wednesday* ☐ Thursday ☐ Friday	
☐ SIP TOP-UP (✓) Not available for Daily and Weekly SIP Amount (₹) ^ _____ OR Percentage* (%) _____ Frequency (✓): ☐ Half Yearly ☐ Yearly* Frequency: Yearly		SIP TOP-UP CAP CAP Amount*: ₹ _____ OR _____ (Investor has to choose only one option) CAP Month-Year*: M M Y Y Y Y	

Scheme Name (3)		Plan	Option/Sub-option
		☐ Regular ☐ Direct	
SIP Installment Amount (₹)	Start Month/Year M M Y Y Y Y	End Month/Year (Default Dec 2040)* M M Y Y Y Y	SIP Frequency (Please refer Item iii) ☐ Daily** ☐ Weekly** ☐ Monthly* ☐ Quarterly ☐ Half-Yearly ☐ Yearly
SIP Date (Please (✓) one or more of the following dates) (Please refer Item 5) ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th* ☐ 11th ☐ 12th ☐ 13th ☐ 14th ☐ 15th ☐ 16th ☐ 17th ☐ 18th ☐ 19th ☐ 20th ☐ 21st ☐ 22nd ☐ 23rd ☐ 24th ☐ 25th ☐ 26th ☐ 27th ☐ 28th ☐ 29th ☐ 30th ☐ 31st		For Weekly SIP (Please (✓) ☐ Monday ☐ Tuesday ☐ Wednesday* ☐ Thursday ☐ Friday	
☐ SIP TOP-UP (✓) Not available for Daily and Weekly SIP Amount (₹) ^ _____ OR Percentage* (%) _____ Frequency (✓): ☐ Half Yearly ☐ Yearly* Frequency: Yearly		SIP TOP-UP CAP CAP Amount*: ₹ _____ OR _____ (Investor has to choose only one option) CAP Month-Year*: M M Y Y Y Y	

* Default, if not selected. • ** Triggered and processed only on all Business Days and SIP TOP up facility shall not be available. • ## Triggered and processed on the day opted by the investor. If the day opted falls on non-business day, it will be triggered and processed on the next business day and SIP TOP up facility shall not be available. • In case of Quarterly SIP, only the Yearly option is available as SIP Top-Up frequency. • ^ TOP UP amount has to be in multiples of Rs.100 only. Please see Item v (a). • \$ The minimum TOP UP Percentage has to be 10% and in multiples of 1% thereafter, of the existing SIP installment. Investors/unit holders subscribing for this facility are required to submit the request at least 30 days prior to the SIP date. Top-up will be applicable from next effective SIP installment.

*TOP-UP CAP amount: Please refer Item v (b){1}

TOP-UP CAP Month-Year: Please refer Item v (b){2}

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.

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) ☐ Blank cancelled cheque ☐ Copy of cheque @The first cheque amount should be same as each/total SIP Amount.

The name of the first/ sole applicant must be pre-printed on the cheque.

2B) INVESTMENT DETAILS FOR FLEX SIP [Please tick (✓)]

Scheme Name (1)		Plan	Option/Sub-option
		☐ Regular ☐ Direct	Growth
SIP Installment Amount (₹)	SIP Frequency (Please refer Item No. E) ☐ Monthly* ☐ Quarterly		Start Month/Year M M Y Y Y Y
SIP Date (Please (✓) one or more of the following dates) (Please refer Item No. 5) ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th* ☐ 11th ☐ 12th ☐ 13th ☐ 14th ☐ 15th ☐ 16th ☐ 17th ☐ 18th ☐ 19th ☐ 20th ☐ 21st ☐ 22nd ☐ 23rd ☐ 24th ☐ 25th ☐ 26th ☐ 27th ☐ 28th ☐ 29th ☐ 30th ☐ 31st			
Tenure of SIP - Please (✓) (Please refer Item No. D) ☐ 3 Years ☐ 5 Years* ☐ 10 Years ☐ 15 Years ☐ 20 Years			
Scheme Name (2)		Plan	Option/Sub-option
		☐ Regular ☐ Direct	Growth
SIP Installment Amount (₹)	SIP Frequency (Please refer Item No. E) ☐ Monthly* ☐ Quarterly		Start Month/Year M M Y Y Y Y
SIP Date (Please (✓) one or more of the following dates) (Please refer Item No. 5) ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th* ☐ 11th ☐ 12th ☐ 13th ☐ 14th ☐ 15th ☐ 16th ☐ 17th ☐ 18th ☐ 19th ☐ 20th ☐ 21st ☐ 22nd ☐ 23rd ☐ 24th ☐ 25th ☐ 26th ☐ 27th ☐ 28th ☐ 29th ☐ 30th ☐ 31st			
Tenure of SIP - Please (✓) (Please refer Item No. D) ☐ 3 Years ☐ 5 Years* ☐ 10 Years ☐ 15 Years ☐ 20 Years			

* Default, if not selected. • Investors/unit holders subscribing for this facility are required to submit the request at least 30 days prior to the SIP date.

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) ☐ Blank cancelled cheque ☐ Copy of cheque

The name of the first/ sole applicant must be pre-printed on the cheque.

3) BANK DETAILS

OTM Bank Details to be debited for the SIP (OTM already Registered)

Bank Name: **Account Number:**

NOTE: In case the OTM is not registered, please fill in the attached OTM Debit Mandate.

4) UNIT HOLDING OPTION ☐ DEMAT MODE* ☒ PHYSICAL MODE (Default) (refer instruction 6)

(refer instruction 6)

*Demat Account details are mandatory for (i) FPIs and (ii) investors who wish to hold the units in Demat Mode (Account statement (CAS) for units held in demat mode will be issued only by NSDL/CDSL)

NSDL	DP Name _____ DP ID I N _____ 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 for us to match the demat details as stated in the application form.

5) DECLARATION AND SIGNATURE(S)

I/We hereby confirm and declare as under:-

I/ We have read, understood and agree to comply with the terms and conditions of the scheme related documents of the Scheme and the terms & conditions of enrolment for Systematic Investment Plan (SIP) and of NACH/ Debit Clearing / Direct Debit / Standing Instruction facilities. I/ We hereby apply to the Trustees for enrolment under the 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/they for the different competing Schemes of various mutual Funds from amongst which the Scheme is being recommended to me/us.

SIGNATURE (S)

First/ Sole Unit holder/ Guardian/ POA Holder **Second Unit holder** **Third Unit holder**

Please note: Signature(s) should be as it appears in the folio/ on the Application Form and in the same order.
In case the mode of holding is joint, all Unit holders are required to sign.



OTM Debit Mandate Form NACH/DIRECT DEBIT/SI

[Applicable for Lumpsum Additional Purchases as well as SIP Registrations received through various modes]



UMRN								OFFICE USE ONLY									Date	D	D	M	M	Y	Y	Y	Y
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Utility Code																☐ Create	☐ Modify	☐ Cancel
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Sponsor Bank Code	OFFICE USE ONLY	I/We authorize	HDFC Mutual Fund
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[illegible][illegible]

Debit Type ☐ Fixed Amount ☒ Maximum Amount **Frequency** ☐ Monthly ☐ Quarterly ☐ Half Yearly ☐ Yearly ☒ As & when presented

1. 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. 2. This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorising the user entity/Corporate to debit my account, based on the instructions as agreed and signed by me. 3. I have understood that I am authorised to cancel/amend this mandate by appropriately communicating the cancellation / amendment request to the user entity/ corporate or the bank where I have authorized the debit.

From

D	D	M	M	Y	Y	Y	Y
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To	D	D	M	M	Y	Y	Y	Y	Signature of Primary Account Holder	Signature of Account Holder	Signature of Account Holder
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Or ☐ Until Cancelled

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

Phone No.

INSTRUCTIONS TO FILL ONE TIME MANDATE (OTM)

1. Investor may register for the One Time Mandate (OTM) for NACH/DIRECT DEBIT/Standing Instruction (SI), as applicable, for payment towards any future purchase transactions (eg lumpsum, SIP) received through any mode i.e. physical or electronic ("OTM facility"). Investors who have already submitted a One Time Mandate (OTM) form i.e. 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: Unit holder(s) should mandatorily provide their mobile number on the mandate form.
4. Where the mode of holding in the bank account is "Joint", the OTM mandate is to be signed by all Jointholders. 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. **PAN/PEKRN:** Investors should provide the PAN/PEKRN of the First Holder in the space provided.
6. 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.
7. Date and the validity of the mandate should be mentioned in DD/MM/YYYY format.
8. Utility Code of the Service Provider will be mentioned by HDFC Mutual Fund
9. Tick on the respective option to select your choice of action and instruction.
10. The numeric data like Bank account number, Investors account number should be left padded with zeroes.
11. Please mention the Name of Bank and Branch, IFSC / MICR Code.
12. The maximum amount per transaction that can be processed must be mentioned in words. The amount in figures should be same as the amount mentioned in words. In case of ambiguity, the mandate will be rejected.
13. If the investor wishes to opt for more than one dates / frequencies for debit from the bank account as in case of Systematic Investment Plan, it is advisable to select - "As & when presented".
14. There is no maximum duration for enrolment.
An investor has an option to choose the 'End Date' of the mandate by filling the date or the Default Date i.e. December 2040 will be the end date.
15. Please affix the Names of investors and signature/s as well as seal of Company (where required) and sign the undertaking.
16. Investors enrolling for Daily/ Weekly SIP should select "As & when presented" as payment frequency in the OTM.

Declaration: I/We hereby declare that the particulars provided in this mandate are correct and complete and hereby agree to participate in the NACH/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/AMC 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 will inform the AMC about any changes in my bank account. 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/Direct Debit/SI from time to time.

Authorisation to Bank: This is to inform that I/We have registered for 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/Direct Debit/SI.

The form can be used by investors who wish to enroll for SIP or Flex SIP or Micro SIP (PAN exempt investments) or Multiple SIP 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. 7b below.

Multi SIP facility enables investors to start investments under SIP of various Schemes for Monthly/ Quarterly Frequency/ Half Yearly/ Yearly using a single application form and payment instruction.

- The maximum number of Schemes in which investments can be made using a single Form through SIP/ Micro SIP and Flex SIP shall be 3 and 2 respectively.
- The amount of investments in the Schemes through the facility can be different subject to the requirement of minimum amount of investment.
- Modification with respect to name of the scheme and scheme wise installment, subject to total Multi SIP installment amount remaining the same can be made only after completion of 6 months from date of 1st installment subject to compliance with the requirements of minimum number of installments under SIP by filing up Modification Form. Modification Form should be submitted atleast 30 days prior to the change to be effected.

- 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 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.

2 (I). 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 (EUIIN) 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 EUIIN in the Application Form. Hence, if your investments are routed through a distributor, please ensure that the EUIIN 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 EUIIN 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 EUIIN 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 EUIIN 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.

Direct Investments

Investors applying under Direct Plan must mention "Direct" in ARN column. In case Distributor code is mentioned in the application form, but "Direct Plan" is indicated against the Scheme name, the Distributor code will be ignored and the application will be processed under Direct Plan.

- 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.

- 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.

- New investors who wish to enroll are required to fill the (i) OTM Mandate Form (ii) SIP Application 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

- 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 Top 100 Fund - Growth Option is Rs. 5,000/-. However, in case of SIP investments, an investor can enter the Scheme with minimum amount of Rs. 300/- (Monthly Frequency).

- 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:

- Entry Load:** Not Applicable.
- 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 Investor Service Centre (ISC) of HDFC Mutual Fund or visit our website www.hdfcfund.com

- Change in OTM debit mandate:** Unitholders who wish to change the OTM debit mandate shall provide the folio number, fill in section 2A for SIP and 2B for Flex SIP of the Form w.r.t. Scheme name, plan, option, SIP start date, SIP end date and submit fresh OTM debit mandate.

- In case of multiple SIP, the first cheque should be drawn in favour of 'HDFC MF Multi SIP Collection A/c Permanent Account Number' or 'HDFC MF Multi SIP Collection A/c First Investor Name'.

- Investors can choose any preferred date of the month/day of the week as SIP debit date. In case the chosen date falls on a non-business day or on a date which is not available in a particular month/week, the SIP will be processed on the immediate next business day. In case the SIP debit date is not indicated, 10th shall be treated as the default date. In case the investor(s) choose all the days of the month, the SIP will be treated as Daily SIP and processed accordingly. In case of Weekly SIP, if no SIP debit day is selected, Wednesday will be the default day. **Note: SIP is only a disciplined way of investing and units may not be allotted on the selected date if the amount is not available for utilization by the Scheme.** All installments under DSIP, WSIP, MSIP, QSIP, HYSIP and YSIP should be of the same amount and same date/day. 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 (except for first 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 NACH/ Direct 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 Direct Clearing/ Direct Debit / Standing Instruction is to be registered. The first cheque and subsequent cheque should not fall in the same month in case of MSIP, in the same quarter in case of QSIP, in the same half year in case of HYSIP and same year in case of YSIP. 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.

- First Cheque and subsequent Installments via NACH/ Direct Debit/ Standing Instruction should be of the same amount.
- The Enrolment Form should be submitted atleast 15 days before the first date ^ for NACH/ Direct Clearing/ Direct Debit/ Standing Instruction.

If the start period is not mentioned, the chosen/Default date falling 15 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 cases where D-SIP/W-SIP application is accompanied with fresh OTM mandates, the start date/day for D-SIP/W-SIP shall be 10 days after receipt of confirmation for registration of OTM from destination banks.

Investors enrolling for D-SIP/W-SIP should select "As & when presented" as payment frequency in the OTM.

In case the D-SIP/W-SIP instalment is not debited on a particular day on account of system constraints, technical/operational issues/actions of other parties or any other circumstances beyond the control of HDFC AMC/Fund, such missed debits will not be re-initiated.

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

- Investors have an option to hold the Units in dematerialized form (except units of HDFC Children's Gift Fund). However, this facility is not available in case of units offered under the Daily/Weekly/Fortnightly IDCW 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.

- You can discontinue the facility by giving thirty days written notice to any of our Investor Service Centres. For cancellation request, please fill in section 2 of the form w.r.t. Scheme Name, Plan, Option, SIP Start Date as mentioned at the time of registration. An investor can place a request for cancellation for any one SIP Debit date incase multiple debit dates are chosen.
- The SIP registrations will be discontinued in cases where **six (6)** consecutive installments are not honored. In case of any debit post the cessation of DSIP, the money will be refunded.
- Units of 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 Retirement Savings Fund and HDFC Children's Gift Fund cannot be redeemed / switched - out until completion of lock-in period.
- In case the first SIP installment is processed (as the cheque may be banked) 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.

11. Permanent Account Number (PAN)

- (a) 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 with PAN Number.

Redemption and related transaction(s) will not be allowed if PAN is not updated in the folios.

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.

12. Know Your Customer (KYC) Compliance

a. KYC registered under KYC Registration Agency (KRA):

Units held in account statement (non-demat) form

It is mandatory for the Investors 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 for all purchases/ switches/ redemptions for Systematic Investment Plan (SIP)/ Systematic Transfer Plan (STP)/Flex STP/ Flexindex Plan/ Transfer of Income Distribution cum Capital Withdrawal (IDCW) Plan Facility (TIP Facility). Applicants intending to apply for units through a Power of Attorney (PoA) must ensure that the issuer of the PoA and the holder of the PoA must mention their KYC Compliance Status and attach proof of KYC Compliance at the time of investment. For cases where the KYC status is 'Under Process'/ 'In-Progress', AMC may accept the subscription/switch transactions and process the same, but keep the units 'on hold' from any further transactions till KYC status is 'Verified'.

SEBI has introduced a common KYC Application Form for all the SEBI registered intermediaries. New investors are therefore requested to use the common KYC Application Form and carry out the KYC process including In-Person

Verification (IPV) with any SEBI registered intermediaries including mutual funds. The KYC Application Forms are also available on our website www.hdfcfund.com. Existing KYC compliant investors of the Fund can continue the practice of providing KYC Acknowledgement Letter/ Printout of KYC Compliance Status downloaded from CDSL Ventures Ltd. (CVL) website (www.cvlindia.com) using the PAN at the time of investment.

Once the investor has done KYC with any SEBI registered intermediary, the investor need not undergo the same process again with the Fund. However, the Fund reserves the right to carry out fresh KYC of the investor at its discretion.

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

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

b. Central KYC Records Registry (CKYCR):

The Government of India vide their Notification dated November 26, 2015 authorised the Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI) to act as and to perform the functions of the Central KYC Records Registry under the said rules, including receiving, storing, safeguarding and retrieving the KYC records under the Prevention of Money-Laundering Act, 2002. SEBI required all the market intermediaries to update/upload KYC details of the **new customer/investors (not KYC-KRA compliant)** on CERSAI's online platform. CERSAI is a centralized repository of KYC records of customers/investors in the financial sector with uniform KYC norms and inter-usability of the KYC records across the sector with an objective to reduce the burden of producing KYC documents and getting those verified every time when the customer/investors creates a new relationship with a financial entity. Central KYC (CKYC) will store all the customer/investor information at one central server that is accessible to all the financial institutions. After opening a KYC account under the CKYC, customer/investor will get a 14-digit identification number ("KYC Number") and that the same may be quoted by the investor wanting to invest in mutual funds. Further, the Mutual Fund/AMC is required to check whether the PAN of the investor has been updated in CKYCR. In case the PAN has not been updated, the Mutual Fund/AMC shall collect a self certified copy of the investor's PAN card and update/upload the same in CKYCR.

In case the Investor uses the old KRA KYC form for updating of any KYC information, such investor shall be required to provide additional/missing information only by using the supplementary CKYC form or fill the new "CKYC form".

13. Transaction Charges

In accordance with SEBI Circular No. Cir/ IMD/ DF/13/ 2011 dated August 22, 2011, as amended from time to time the AMC/ the 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 including transactions routed through Stock Exchange(s) platform viz. NSE Mutual Fund Platform ("NMF II") and BSE Mutual Fund Platform ("BSE STAR MF") (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 are deductible from the purchase / subscription amount and payable to the Distributor. The balance amount shall be invested.

TRANSACTION CHARGES IN CASE OF INVESTMENTS THROUGH SIP:

Transaction Charges in case of investments through SIP are deductible only if the total commitment of investment (i.e. amount per 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:

- where the Distributor of the investor has not opted to receive any Transaction Charges
- for purchases / subscriptions / total commitment amount in case of SIP of an amount less than Rs. 10,000/-;
- for transactions other than purchases / subscriptions relating to new inflows i.e. through Switches / Systematic Transfers / Transfer of IDCW Plan (TIP Facility) / Reinvestment under IDCW Option, etc.; and
- for purchases / subscriptions made directly with the Fund (i.e. not through any Distributor).
- for purchases / subscriptions routed through Stock Exchange(s) through stock brokers.

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. The AMC/ Fund will endeavor to identify the investor as "first time" or "existing" based on the Permanent Account Number (PAN)/PAN Exempt KYC Reference Number (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.

- 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.
- 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.
- HDFC Mutual Fund/ HDFC AMC reserves the right to reject any application without assigning any reason thereof.
- Auto Debit facility is subject to the terms and conditions of the Banks offering the said facility and the Investors will not hold HDFC Mutual Fund/ HDFC AMC responsible for any rejection.

15. 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:

- Only one financial goal can be indicated per scheme/ plan.
- 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 seek appropriate advice if in doubt about whether the Scheme is suitable to meet their Financial Goals.

- HDFC Mutual Fund/ HDFC AMC reserves the right to change/ modify the terms and conditions of various SIP. For the updated terms and conditions, contact the nearest ISC or visit our website www.hdfcfund.com

- i. SIP (includes reference to Micro SIP/Multiple SIP) is available to investors in open ended Schemes of HDFC Mutual Fund (including direct plan thereunder).

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.

Investors are requested to refer SID/ KIM for product labeling for easy understanding of the kind of product/ scheme they are investing in and its suitability to them.

- ii. Under this Facility, payment only in respect of the first installment can be made using a cheque. The payment for all the subsequent installments will have to be through NACH or Direct Clearing/ Direct Debit facility / standing instruction facility provided by the banks.
- iii. Following plans (frequency) are offered to the investors:
- Daily Systematic Investment Plan (DSIP)**
 - Weekly Systematic Investment Plan (WSIP)**
 - Monthly Systematic Investment Plan (MSIP)**
 - Quarterly Systematic Investment Plan (QSIP)**
 - Half Yearly Systematic Investment Plan (HYSIP)**
 - Yearly Systematic Investment Plan (YSIP)**
- iv. (a) The details of minimum amount per installment, minimum number of installments, maximum duration, entry load, exit load, etc. under DSIP, MSIP, QSIP, HYSIP and YSIP are given below:

	Frequency	Amount (Rs.)#	Minimum number of installments
Schemes other than HDFC TaxSaver*	DSIP	300	2
	WSIP & MSIP	300-499	20
		500-999	12
		1,000 and above	6
	QSIP	1,500-2,999	4
		3,000 and above	2
	HYSIP	2,500 and above	2
	YSIP	5,000 and above	1
	# and in multiples of Re.1/- thereafter.		
HDFC TaxSaver*	SIP Frequency	Minimum Amount (Rs.)@	Minimum number of installments
	DSIP	500	2
	WSIP & MSIP	500	6
	QSIP	1,500	2
	HYSIP	500	2
	YSIP	500	1
	@ and in multiples of Rs. 500/- thereafter.		

*An Open-ended Equity Linked Savings Scheme with a statutory lock in of 3 years and tax benefit.

- (b) 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 2040.

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.

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

In case the frequency of debit/installment (Weekly) and day is not indicated, Wednesday shall be treated as the Default.

- (d) DSIP shall be triggered and processed only on all Business Days.

WSIP shall be triggered and processed on selected day or next business day in case of selected day falls on non-Business Day.

- v. (a) **SIP Top-up Facility:**

- SIP Top-up Facility is not available under Micro SIPs & Daily SIPs/Weekly SIPs.** In case the SIP amount (including Top-up) exceeds the maximum amount mentioned by the investor in the debit mandate, the SIP Top-up request will stand rejected and the SIP will continue to be processed with the last Topped up SIP installment amount.
- For HDFC TaxSaver, the SIP top-up in fixed amounts and percentage shall be minimum Rs. 500 and in multiples of Rs. 500/- thereafter.

Fixed Amount Top-up option:

- 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. 100/- 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 topup frequency is not indicated under Monthly SIP, it will be considered as yearly interval.

Percentage Top-up option:

- Investor can Top-up the SIP amount by a minimum percentage viz. 10% and in multiples of 1% thereafter, of the existing SIP installment.
- SIP (including the Top-up) amount will be rounded off to the nearest Rs. 10.
- Percentage Top-up can be done at annual frequency only.

- (b) **TOP-UP CAP**

- Top-up cap amount: Investor has an option to cap the SIP Top-up amount once the SIP installment (including Top-up amount) reaches a fixed pre-defined amount. Thereafter the SIP installment will remain constant till the end of SIP tenure. The fixed pre-defined amount should be same as the maximum amount mentioned by the investor in the debit mandate. In case of difference between the cap amount & the maximum amount mentioned in debit mandate, then amount which is lower of the two amounts shall be considered as the default SIP cap amount.
- Top-up cap month-year: Investor has an option to provide an end date to the SIP Top-up amount. It is the date from which Top-up to the SIP installment amount will cease and the SIP installment will remain constant till the end of SIP tenure. Investor shall have flexibility to choose either top-up cap amount or top-up cap month-year. In case of multiple selections, top-up cap amount will be considered as default selection.

- vi. In case, the name is not pre-printed on the cheque or signature on the cheque does not match, then the first named applicant/investor should submit any one of the following documents i.e. a copy of the bank passbook or a statement of bank account or a letter from the bank on its letterhead certifying the investors bank account details (Account

Number, Type, Branch, MICR Code). 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

- vii. Any of the following payment modes may be used for collection of SIP installments.

(a) 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.

(b) 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 • 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 Direct 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.

- viii. 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. 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.

HDFC Flex Systematic Investment Plan ("Flex SIP"), a facility whereby investors can invest at predetermined intervals in the eligible schemes of the Fund, higher amount(s) determined by a formula linked to value of investments, to take advantage of market movements.

A. Flex SIP facility is currently available under growth option of open ended equity schemes and open ended hybrid schemes of the Fund (eligible schemes). The eligible schemes for Flex SIP investments are subject to change from time to time. Investors are requested to email us at hello@hdfcfund.com or visit our website www.hdfcfund.com or contact nearest Investor Service Centre (ISC) of the Fund for the updated list of eligible schemes.

B. a. The first Flex SIP instalment will be processed for the fixed amount specified by the Unitholder in the enrolment form. The instalment amount mentioned shall not exceed Rs. 1 Lakh. From the second instalment onwards, the investment amount shall be computed as per the formula stated below:

b. For instalments under Flex SIP, the amount to be invested in the Scheme as on the date of SIP shall be higher of:

- o Fixed amount to be invested per instalment; or
- o The amount determined by the formula: (fixed amount to be invested per instalment X number of instalments including the current instalment) – market value of the investments through Flex SIP 2 business days prior to the SIP date.

c. At any given point in time, the subsequent Flex SIP instalment amount determined by the above formula shall be capped at 2 times the first Flex SIP instalment amount or Rs.1,99,999/- whichever is lower.

The instalment amount shall be rounded off to nearest multiple of Re. 1/-.

d. The total amount invested during the tenure of the Flex SIP shall not exceed the total enrolment amount i.e. fixed amount per instalment X total number of instalments under the Flex SIP registration. Thus, the last instalment will be adjusted accordingly.

C. **Illustration 1:** How would the Flex SIP instalment be calculated?

Flex SIP Enrolment Details:

Scheme Name	: HDFC Top 100 Fund - Growth Option ("the Scheme")
Instalment Date & Frequency of Flex SIP	: 15th of every month (T)
Fixed Instalment Amount	: Rs. 5000/-
Number of Instalments	: 36
Total Enrolment Amount	: Rs 5000 X 36 = Rs 1,80,000
Period	: January 2018 to December 2020

Calculation of Flex SIP instalment amount for instance on the date of the fourth instalment i.e. April 15, 2018 (T):

- Total units allotted upto the date of previous instalment i.e. March 15, 2018 is assumed as 685.50;
- The NAV of the Scheme on April 13, 2018 (T-2) is assumed as Rs. 18/- per unit;
- Hence the market value of the investment in the Scheme on April 13, 2018 is Rs. 12,339 [685.50 X 18].

The instalment amount will be calculated as follows:

Fixed amount specified at the time of enrolment	: Rs. 5,000/-
	or
As determined by the formula	: $[(5,000 \times 4) - 12,339.00] = \text{Rs. } 7,661.00$
whichever is higher	

Hence, the instalment amount on April 15, 2018 will be Rs. 7,661.00

Illustration 2: How would maximum Flex SIP instalment be calculated?

Calculation of Flex SIP instalment amount for instance on the date of the seventh instalment i.e. July 15, 2018 (T):

- Total units allotted upto the date of previous instalment i.e. June 15, 2018 is assumed as 1,558.675;
- NAV of the Scheme on July 13, 2018 (T-2) is assumed as Rs. 14/- per unit;
- Hence the market value of the investment as on July 13, 2018 is Rs. 21,821 [1558.675 X 14].

The instalment amount will be calculated as follows:

Fixed amount specified at the time of enrolment	: Rs. 5,000/-
	or
As determined by the formula	: $[(5,000 \times 7) - 21,821.00] = \text{Rs. } 13,179.00$
whichever is higher; subject to 2 times the initial instalment amount	

Hence, the instalment amount on July 15, 2018 amount will be Rs. 10,000/-

Thus this Flex SIP facility helps to buy more units when the NAVs are lower. HDFC Flex SIP in any manner whatsoever is not an assurance or promise or guarantee on part of HDFC Mutual Fund/ HDFC Asset Management Company Limited to the Unit holders in terms of returns or capital appreciation or minimization of loss of capital or otherwise.

Illustration 3: How would the total enrolment amount under Flex SIP be calculated?

As per the details of Flex SIP provided in the above illustration, the total enrolment amount for Flex SIP will be equal to Rs 1,80,000 (5000 X 36 months).

If the total amount invested in Flex SIP till the 34th month is Rs 1,77,000, then the 35th instalment will be Rs. 3000 (Rs. 1,80,000 – Rs. 1,77,000) and the Flex SIP will cease.

Note: The dates in the illustrations above are assumed to be Business Days. The above illustrations are for understanding purpose only. The amount for subsequent instalments (i.e. instalments after the 1st instalment) will be calculated based on the market value of the investment 2 days before the Instalment date (T). However, the instalment will be processed on SIP debit date subject to applicable NAV as per cut-off timing guidelines.

D. An investor has an option to choose from 5 Flex SIP tenures viz. 3 years, 5 years, 10 years, 15 years and 20 years. If a tenure is not chosen, 5 years shall be the default Flex SIP tenure.

E. The facility offers Monthly Flex Systematic Investment Plan (MFLEX) and Quarterly Flex Systematic Investment Plan (QFLEX) frequencies. In case the frequency is not indicated, Monthly frequency shall be treated as the Default Frequency.

	Schemes other than HDFC TaxSaver*	HDFC TaxSaver*
i) Minimum Amount per Instalments		
MFLEX	Rs. 500/- and in multiples of Rs. 100/-	Rs. 500/- and in multiples of Rs. 500/-
QFLEX	Rs. 1,500/- and in multiples of Rs. 100/-	Rs. 1,500/- and in multiples of Rs. 500/-

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

F. SIP Top-Up is not available under Flex SIP.

G. Mode of Payment: Flex SIP shall be processed only through NACH mode.

Unitholders are requested to ensure that the amount mentioned in the OTM mandate shall be atleast 2 times the amount of fixed instalment to be invested per instalment.

H. In case, there is a reversal of any SIP instalment due to insufficient balance or technical reasons, the balance instalments under Flex SIP will be processed for the fixed instalment amount specified by the unitholder at the time of enrolment.

I. In case there is a redemption/ switch-out of any units allotted under Flex SIP, the balance instalments under Flex SIP will be processed for the fixed instalment amount specified by the unitholder at the time of enrolment. However, in case of any errors in processing, particularly redemptions, by the Registrar and Transfer Agent, the same may be rectified and Flex-SIP may continue.