

**Part - (A) IDENTITY DETAILS** Please fill this form in ENGLISH and in BLOCK LETTERS and Strike off whichever is not applicable.

Prefix  Mr.  Ms.  Others     Existing Customer  Yes  No

Applicant name\*  F I R S T N A M E  M I D D L E N A M E  L A S T N A M E

Father / Spouse's name

Gender  Male  Female Marital status  Single  Married

Date of birth  D  D  M  M  Y  Y  Y  Y

PAN No.  Evidence / Documents provided in case of PAN exemption

(Mandatory for Demat/ISA)

Aadhaar No.

Status  Resident Individual  Non Resident  Foreign National  Person of Indian Origin

Nationality  Indian  Other, please specify

Specify the proof of identity submitted  PAN (Other Officially Valid Document (OVD) required, in addition to PAN)

OVD (Please specify)  Valid till  D  D  M  M  Y  Y

**S1** (Signature across the photograph)

Please affix your recent passport size photograph

**Part - (B) ADDRESS AND CONTACT DETAILS**

Below mentioned address is my  Present Residence Address  Office Address **Mandatory : Please attach Self Attested Proof of below address**

Residence / Correspondence Address

Landmark (Mandatory)

City / Town / Village  PIN (Mandatory)

State  Yrs at current city  Y  Y  M  M Residence  Y  Y  M  M

Country  India  Other

Specify the proof of address submitted for Residence / Correspondence address  Valid till  D  D  M  M  Y  Y

Contact details Country code  STD / Area code  Number  Extn.

Tel. (Off.)  -  -  -

Tel. (Res.)  -  -  Country code  Number

Fax  -  Mobile  -

E-mail ID (Mandatory)  I N C A P I T A L L E T T E R S O N L Y

Please tick if permanent address is the same as above address

Permanent Address

Landmark (Mandatory)

City / Town / Village  PIN (Mandatory)

State

Country  India  Other

Tel. (Res.)  9 1 -  S T D  N U M B E R  Mobile no.  9 1

Mandatory to be filled if different from above

Mandatory for Non Resident Applicant to specify overseas address

**Part - (C) DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**FOR BANK USE ONLY**

Originals verified and Self -Attested Document copies received

**In-Person-Verification (IPV) details:**

Name of the Person doing IPV

Signature of the Person doing IPV

Designation & Emp. code

Branch code

D  D  M  M  Y  Y  Y  Y

Name of the organisation: HDFC Bank Ltd.

Name and Signature of Authorised Signatory



Signature of the applicant

**S2**

D  D  M  M  Y  Y  Y  Y Place

**Note:**

- If customer provides the KRA registered letter the documents for KYC shall not be taken from the customer.
- The KYC form shall be filled for all the holder's of the account
- \* For HSL Trading Account - Name of the customer will be considered as name available in income tax database

**FOREIGN ACCOUNT TAX COMPLIANCE ACT DETAILS (FATCA)**

	Country of Birth	TAX Reference number
<input type="checkbox"/> Please confirm if Indicia other than India (In case of NRI, please fill the details)	1st Holder	
	2nd Holder	
<input type="checkbox"/> Please tick in case Not Applicable	3rd Holder	
	Guardian	

	Are you tax resident of any other country other than India	Are you a Green Card Holder	In case of multiple Citizenship / Nationality (Please mention Country Names below)
1st Holder	<input type="checkbox"/> Yes of US <input type="checkbox"/> Yes of _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 1: _____ Country 2: _____
2nd Holder	<input type="checkbox"/> Yes of US <input type="checkbox"/> Yes of _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 1: _____ Country 2: _____
3rd Holder	<input type="checkbox"/> Yes of US <input type="checkbox"/> Yes of _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 1: _____ Country 2: _____
Guardian	<input type="checkbox"/> Yes of US <input type="checkbox"/> Yes of _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Country 1: _____ Country 2: _____

**Declaration**  
 • I am the beneficial owner (or am authorized to sign for the beneficial owner) of all the income to which this form relates  
 • I hereby confirm that I have read and understood the below-mentioned instructions. I also confirm that the information provided above is true and accurate.

**Financial Details (Please Specify)**

FIRST HOLDER'S DETAILS	SECOND HOLDER'S DETAILS	THIRD HOLDER'S DETAILS
*Gross annual income(₹) <input type="checkbox"/> Below Rs. 1 lac <input type="checkbox"/> Rs. 1 to 5 lac <input type="checkbox"/> Rs. 5 to 10 lac <input type="checkbox"/> Rs. 10 to 25 lac <input type="checkbox"/> More than Rs. 25 lac	*Gross annual income(₹) <input type="checkbox"/> Below Rs. 1 lac <input type="checkbox"/> Rs. 1 to 5 lac <input type="checkbox"/> Rs. 5 to 10 lac <input type="checkbox"/> Rs. 10 to 25 lac <input type="checkbox"/> More than Rs. 25 lac	*Gross annual income(₹) <input type="checkbox"/> Below Rs. 1 lac <input type="checkbox"/> Rs. 1 to 5 lac <input type="checkbox"/> Rs. 5 to 10 lac <input type="checkbox"/> Rs. 10 to 25 lac <input type="checkbox"/> More than Rs. 25 lac
OR Net worth (₹) _____ (Income range per annum) as on date DD MM YYYY Net worth should not be older than one year	OR Net worth (₹) _____ (Income range per annum) as on date DD MM YYYY Net worth should not be older than one year	OR Net worth (₹) _____ (Income range per annum) as on date DD MM YYYY Net worth should not be older than one year
Occupation details (please tick any one below and give brief details) <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Government Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Agriculturist <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Others (please specify) _____	Occupation details (please tick any one below and give brief details) <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Government Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Agriculturist <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Others (please specify) _____	Occupation details (please tick any one below and give brief details) <input type="checkbox"/> Public Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Government Service <input type="checkbox"/> Business <input type="checkbox"/> Professional <input type="checkbox"/> Agriculturist <input type="checkbox"/> Retired <input type="checkbox"/> Housewife <input type="checkbox"/> Student <input type="checkbox"/> Others (please specify) _____
Brief Details Please tick, if applicable <input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)	Brief Details Please tick, if applicable <input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)	Brief Details Please tick, if applicable <input type="checkbox"/> Politically Exposed Person (PEP) <input type="checkbox"/> Related to a Politically Exposed Person (PEP)

**Acknowledgment / Consent For Additional Rights & Obligations - Individual Customer**

• I acknowledge and declare that I have received, read, understood and agree to the contents of : 1. Rights and obligations of beneficial owner and Depository participant as prescribed by SEBI and Depositories; 2. Demat Standard tariff sheet 3. Financial Details 4. FATCA Declaration 5. Aadhaar 6. Additional Rights And Obligations 7. T&C for Electronic Instructions

(Signatures of all the holders are required)

1st Holder's Name: _____	Date: _____	Place: _____	S3	(Signature of 1st Holder)	
2nd Holder's Name: _____	Date: _____	Place: _____		S3	(Signature of 2nd Holder)
3rd Holder's Name: _____	Date: _____	Place: _____		S3	(Signature of 3rd Holder)

**For Joint Accounts**

A) If Mode of Operation for Joint Account is chosen as anyone of the holder or survivor(s), only specified operations such as transfer of securities including Inter-Depository Transfer, pledge / hypothecation / margin pledge / margin re-pledge (creation, closure and invocation and confirmation thereof as applicable) of securities and freeze/unfreeze of account and / or securities and / or specific number of securities will be permitted.  
 B) In case of joint account, on death of any of the joint account holders, the surviving account holder(s) has to inform Depository Participant about the death of account holder(s) with required documents within one year of the date of demise. In case if "first holder" is selected, the communication will be sent as per the preference mentioned. In case "All joint account holders" is opted, communication to first holder will be sent as per the preference mentioned and communication to other holders will be in electronic mode. The default option will be communication to "first holder", if no option selected."

**Debit Authorisation:** I/We hereby authorize the Bank to debit all types of Bank charges / commission / fees ("Service Charges") payable by me / us to the said Accounts. I/We undertake that sufficient balances shall be maintained by me/us in the said Accounts to facilitate the debiting of Service Charges. The failure on part of me / us to maintain sufficient balance in the said Account shall not in any way impair the right of the Bank to debit the Service Charges. I/We hereby further authorise the bank to charge any interest on debit balance in the said Accounts due to the debiting of Service Charges, and/or recover the charges from any other account maintained by me/us with HDFC Bank Ltd. The Bank shall not be obliged to provide overdraft facility on the said Account but for towards the debiting of Service Charges payable by me/us. I/We specifically agree and confirm that any matter or issue arising hereunder shall be governed by and construed exclusively in accordance with the Indian laws and shall be subject to the jurisdiction of the courts of Mumbai in India. I/We hereby confirm the bank shall have a lien and right of set off on all monies belonging to me / us standing to my / our credit in any account whatsoever with the bank and authorize the bank without reference to me / us to appropriate the same towards satisfaction of the service charges or any other charges due and payable by me / us.

**Email Statement:** • I/We agree to discontinue the Physical Statements if electronic mode is opted. • I/We understand that the email statements are for my/our convenience. HDFC Bank shall not be liable or responsible for any breach of secrecy because the statements are being sent to the email ID. • I/We shall verify the authenticity of the emails I/We receive. I/We shall not hold the Bank responsible for any statement received from frauds/imposters. I/We shall not hold the Bank liable if any problem arises with my/our computer network because of me/ us receiving statements from the Bank. • I/We are authorised by the other holders to receive the Statements to the email address. • I/We shall inform the Bank in writing if there is any change in the email address. • The Bank shall not be responsible if I/we do not receive statement due to incorrect email address and technical reasons. • I/We confirm to have read and understood the Terms & Conditions (a copy of which I am in possession of) pertaining to my account. • I/We understand and agree that the email statements will only be sent to the First holder in the account. • I/We am/are aware that I/we will not receive the transaction statements in paper form. • I/we will take all the necessary steps to ensure confidentiality and secrecy of the login name and password of the internet/email account. • I/we am/are aware that the transaction statement may be accessed by other entities in case the confidentiality/secretcy of the login name and password is compromised.

CPU Inward Stamp & Authorised Signatory with Stamp

Branch Inward Stamp & Authorised Signatory with Stamp

Please tick mandatorily  NSDL (DP ID - IN301549, IN300126)  CDSL (DP ID - 13012400) LG Code \_\_\_\_\_ LC Code \_\_\_\_\_

UCC \_\_\_\_\_

Date DD MM YY Internal Ref. No. \_\_\_\_\_ No. of Holders \_\_\_\_\_ Any other information \_\_\_\_\_

Source channel \_\_\_\_\_ DP ID \_\_\_\_\_ Client ID \_\_\_\_\_ **To be filled by DP**

**Part - B (1) DEMAT ACCOUNT OPENING DETAILS**

I/We request you to open a depository account in my/our name as per the following details **(Please tick one)**

Ordinary Resident  NRI - Repatriable  NRI - Non - Repatriable  Foreign National  Promoter  Margin Account

Qualified Foreign Investor  Others (pls specify) \_\_\_\_\_

**Part - B (2) DETAILS OF ACCOUNT HOLDER(S)** (Please fill all the details in CAPITAL LETTERS only)

Sole / First Holder	F	I	R	S	T	N	A	M	E	M	I	D	D	L	E	N	A	M	E	L	A	S	T	N	A	M	E
Second Holder	F	I	R	S	T	N	A	M	E	M	I	D	D	L	E	N	A	M	E	L	A	S	T	N	A	M	E
Third Holder	F	I	R	S	T	N	A	M	E	M	I	D	D	L	E	N	A	M	E	L	A	S	T	N	A	M	E

For Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., although the account is opened in the name of the natural persons, the name & PAN of the Association of Persons (AOP), Partnership Firm, Unregistered Trust, etc., should be mentioned below:

Name \_\_\_\_\_

PAN Number \_\_\_\_\_

Account to be operated through 1. Power of Attorney (POA) (Default is, No)  Yes  No 2. Demat Debit Pledge Instruction  Yes  No **SMS alert is mandatory if you are giving POA**

**Part - B (3) UCIC ID AND PAN NUMBER OF APPLICANT**

UCIC: Applicant	F	I	R	S	T	S	E	C	O	N	D	T	H	I	R	D
PAN: Applicant	F	I	R	S	T	S	E	C	O	N	D	T	H	I	R	D

**Part - B (4) IN CASE OF NRIs / FOREIGN NATIONALS**

RBI approval reference number \_\_\_\_\_ Non face to face customer

RBI Approval Date DD MM YY YY

**Part - B (5) GUARDIAN DETAILS (Where sole holder is a minor)**

Guardian Name \_\_\_\_\_

PAN Number \_\_\_\_\_ For account of a minor, two KYC application forms must be filled i.e. one for the guardian and another for the minor (to be signed by guardian)

Relationship of guardian with minor \_\_\_\_\_

**Part - B (6) BANK DETAILS**

(Mandatory for the first Demat account holder for receiving credit of Dividend / Interest) Please give NRE Bank details only in case Demat account is to be opened as NRE & NRO.

Bank A/C type  Savings A/C  Current A/C  Other (pls specify) \_\_\_\_\_

Account No. \_\_\_\_\_ RTGS / NEFT / IFSC Code \_\_\_\_\_

MICR Code \_\_\_\_\_ **Please attach photo copy of Blank / Cancelled cheque to verify the 9 digit MICR code (for Non HDFC Bank A/C's only)**

Bank Name \_\_\_\_\_ Branch code if HDFC Bank A/C \_\_\_\_\_

Branch Address \_\_\_\_\_

City / Town / Village \_\_\_\_\_ State \_\_\_\_\_

Country \_\_\_\_\_ PIN (mandatory) \_\_\_\_\_

**Part - B (7) DEBIT AUTHORISATION**

I/We authorise Bank to debit recover charges pertaining to opening & maintenance of Demat Account, transaction charges, or any other charges related to Demat account from the said HDFC Bank Savings / Current account with \_\_\_\_\_ Branch \_\_\_\_\_

**Part - B (8) SERVICE REQUEST**

Standing Instruction (SI)  Yes, To receive credit automatically into my/our a/c (Default is, Yes)  No **NOTE: SI for a Non PIS NRE Demat A/c will be by default marked as "No."**

SMS alert facility First holder  Yes  No Second holder  Yes  No Third holder  Yes  No **Mandatory if you are giving Power of Attorney (POA). Ensure that mobile number is provided in the KYC application form.**

I would like to share the email Id with the RTA First holder  Yes  No Second holder  Yes  No Third holder  Yes  No

Mode of Operation  Jointly  Anyone of the holder or survivor(s) **Communication to be sent to**  First holder  All joint account holders

Delivery Instruction Slip (DIS) booklet facility  Yes, I / we wish to receive DIS Booklet at the time of account opening  No, however, the DIS booklet should be issued to me/ us immediately on my/ our request at any later date

Mode of receiving Statement of Account  Physical Form  Electronic Form [Read Note 4]

Auto Pledge Confirmation  Yes  No **Mode of Annual Reports, AGM notice and other communication from issuer**  Physical Form  Electronic  Both (Only for CDSL)

DP on Net facility  NetBanking for Demat a/c **All T&C of NetBanking will be applicable.**

**FOR BANK USE**

Rate ID _____	Bk. Sys. _____	<b>RISK CATEGORY</b>	1st holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Emp Name & Emp Code
Group ID _____	Br. Code _____		2nd holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Client ID _____	Prod. Code _____		3rd holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
			Bank Seal for Sign Verification	
			Signature with date	

I/We wish to make a nomination (As per details given below)  I/We wish to Opt Out of Nomination. (Strike off the nomination details below, Refer pg no 6)

I/We wish to make a nomination and do hereby nominate the following person(s) who shall receive all the assets held in my/our account in the event of my/our death.

Nomination Details																																	
Nomination can be made upto three nominees in the account																																	
	1st Nominee				2nd Nominee				3rd Nominee																								
Name of the Nominee(s) <small>(Mr./Ms.)</small>	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E
Shares of Each Nominee	<input type="checkbox"/> Equally <input type="checkbox"/> If Not Equally, specify percentage ___%				<input type="checkbox"/> Equally <input type="checkbox"/> If Not Equally, specify percentage ___%				<input type="checkbox"/> Equally <input type="checkbox"/> If Not Equally, specify percentage ___%																								
Residual Securities	Any odd lot after division shall be transferred to the first nominee mentioned in the form																																
Relationship with Applicant																																	
Nominee(s) Address	_____				_____				_____																								
	CITY STATE				CITY STATE				CITY STATE																								
	COUNTRY PIN Code				COUNTRY PIN Code				COUNTRY PIN Code																								
Nominee Identification Details <small>(please tick any one from below and provide details of the same)</small>	A <input type="checkbox"/> or	Please affix your recent passport size photograph				A <input type="checkbox"/> or	Please affix your recent passport size photograph				A <input type="checkbox"/> or	Please affix your recent passport size photograph																					
	B <input type="checkbox"/> or					B <input type="checkbox"/> or					B <input type="checkbox"/> or																						
	C <input type="checkbox"/> or					C <input type="checkbox"/> or					C <input type="checkbox"/> or																						
	D <input type="checkbox"/> or					D <input type="checkbox"/> or					D <input type="checkbox"/> or																						
	E <input type="checkbox"/> or					E <input type="checkbox"/> or					E <input type="checkbox"/> or																						
	F <input type="checkbox"/>					F <input type="checkbox"/>					F <input type="checkbox"/>																						
Sign _____				Sign _____				Sign _____																									
Ref. ID no. _____				Ref. ID no. _____				Ref. ID no. _____																									
Date of Birth of Nominee(s) <small>Mandatory if Nominee is Minor</small>	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y									
Mobile/Telephone no. of Nominee(s)																																	
Email ID of Nominee(s)																																	
Guardian Details (should be filled only if nominee(s) is minor)																																	
Name of Guardian <small>(Mr./Ms.)</small> <small>In case of minor nominee(s)</small>	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E	F	I	R	S	T	M	I	D	D	L	E
Address of Guardian(s)	CITY STATE				CITY STATE				CITY STATE																								
	COUNTRY PIN Code				COUNTRY PIN Code				COUNTRY PIN Code																								
Relationship of Guardian with Nominee																																	
Guardian Identification Details <small>(please tick any one from below and provide details of the same)</small>	A <input type="checkbox"/> or	Please affix your recent passport size photograph				A <input type="checkbox"/> or	Please affix your recent passport size photograph				A <input type="checkbox"/> or	Please affix your recent passport size photograph																					
	B <input type="checkbox"/> or					B <input type="checkbox"/> or					B <input type="checkbox"/> or																						
	C <input type="checkbox"/> or					C <input type="checkbox"/> or					C <input type="checkbox"/> or																						
	D <input type="checkbox"/> or					D <input type="checkbox"/> or					D <input type="checkbox"/> or																						
	E <input type="checkbox"/> or					E <input type="checkbox"/> or					E <input type="checkbox"/> or																						
	F <input type="checkbox"/>					F <input type="checkbox"/>					F <input type="checkbox"/>																						
Sign _____				Sign _____				Sign _____																									
Ref. ID no. _____				Ref. ID no. _____				Ref. ID no. _____																									
Mobile/Telephone no. of Guardian																																	
Email ID of Guardian																																	
Signature & Name of holder (s)	S4 Signature 1st holder				Signature 2nd holder				Signature 3rd holder																								
Witness for Nomination	Name & Address of the Witness, ONLY WHEN thumb impression affixed by the any of holder (Mr. / Ms.): _____																																
					D D M M Y Y Y Y				Signature of Witness																								

**Declaration:** The rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by me/us and I/we have understood the same and I/we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. I/we hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/ we are aware that I/we may be held liable for it. In case non-resident account, I/we also declare that I/we have complied and will continue to comply with FEMA regulations. I/we acknowledge the receipt of copy of the document, \*Rights and Obligations of the Beneficial Owner and Depository Participant. I/we hereby give consent to furnish Nomination details to HDFC Securities Limited for the purpose of Compliance and reporting.

**Declaration by Demat Account Holder/s**

Date       Application No.       DP ID       Client ID       UCID       LG Code       LC Code

Dear Sir/Madam,

The appended Tariff will be applicable for the customer opting for the Regular / Basic Services Demat Account

**Annexure - Regular / Basic Services Demat Account (BSDA)**

			<input type="checkbox"/> I wish to open a Regular Demat Account		<input type="checkbox"/> I wish to open Basic Services Demat Account (BSDA)		
Sr. No.	Fee Head	Type	Standard Programme Pricing		Basic Services Demat account (BSDA)		
			Fees	Min	Fees	Min	
1	Account opening charges		Nil				
2	Credit Transactions		Nil				
3	Debit Transactions Equity / Debt / Mutual Funds (Market / Off Market)	SPEED-e / Easiest	0.04% of the value of the txn. (Max Rs 4,999/-)	Rs. 30/-	0.06% of the value of the txn. (Max Rs 5,000/-) For Debt Txn. Only	Rs. 40/-	
		HDFC Securities				Rs. 45/-	
		Manual				Rs. 60/-	
4	Pledge Services(Closure / Creation / Invocation)	If Pledge is marked in favour of HDFC Bank			0.04% of the value of the Txn.	Rs. 60/-	
		If Pledge is marked to other than HDFC Bank				0.06% of the value of the Txn.	Rs. 60/-
5	Margin Pledge (Creation / Invocation / Closure)		Rs. 20/- per instruction		Rs. 20/- per instruction		
6	Dematerialisation	Certificate + Dematerialisation Request	Rs.5/- per certificate + Rs. 35/- per request	Rs. 40/-	Rs.5/- per certificate + Rs. 35/- per request	Rs. 40/-	
7	Rematerialisation	Rematerialisation Request	Rs.30/- per request + NSDL / CDSL actuals, Currently a) Rs.10/- for every hundred securities or part thereof; or b) a flat fee of Rs.10/- per certificate whichever is higher	Rs.40/- (min) Rs.5,00,000 (max)	Rs.30/- per request + NSDL / CDSL actuals, Currently a) Rs.10/- for every hundred securities or part thereof; or b) a flat fee of Rs.10/- per certificate whichever is higher	Rs.40/- (min) Rs.5,00,000 (max)	
		Reconversion of Mutual Funds/ Redemption of Mutual Fund units	Reconversion of Mutual Funds Rs 30/- per request + NSDL / CDSL actuals, Currently Rs 10/- per request in NSDL & Rs 5.50/- per request in CDSL Redemption of Mutual Fund units Rs 30/- per request + NSDL / CDSL actuals, Currently Rs 4.50/- per request in NSDL & Rs 5.50/- per request in CDSL		Reconversion of Mutual Funds Rs 30/- per request + NSDL / CDSL actuals, Currently Rs 10/- per request in NSDL & Rs 5.50/- per request in CDSL Redemption of Mutual Fund units Rs 30/- per request + NSDL / CDSL actuals, Currently Rs 4.50/- per request in NSDL & Rs 5.50/- per request in CDSL		
8	Reissuance of Delivery Instruction Booklet (DIB)		Rs.75/- per booklet		Rs.75/- per booklet		
9	Mailing Charges Courier / Postal Charges only (Adhoc Statement)	Inland Address	Rs.35/- per request		Rs.35/- per request		
		Foreign Address	Rs.500/- per request		Rs.500/- per request		
10	Annual Maintenance Charges	AMC	Rs. 750 p.a.		AMC	Holding Value	
						Debt Securities	Non Debt Securities
					*** NIL	**** 0 to 100000	***** 0 to 50000
					*** Rs 100 p.a	100001 to 2 lacs	50001 to 2 lacs
	*** Rs 750 p.a	Above 2 lacs	Above 2 lacs				

**Terms & Conditions:**

- Demat customers eligible for the BSDA facility need to register their mobile number for the SMS alert facility for debit transactions.
- Customers who have a banking relationship with HDFC Bank to provide a debit authorisation for the recovery of service charges. Customers having only a Depository relationship will be required to maintain a balance of Rs. 7,500/- / Rs. 15000/- (for Individual / Non Individual Demat Account respectively) in an account maintained by Bank for each Demat account. The Customer also need to replenish the balances in the said account immediately if and when it falls below Rs.5,000/-.
- The above charges are exclusive of applicable GST and other taxes / statutory charges levied by Government bodies / statutory authorities from time to time, which will be charged as applicable.
- All charges / service standards are subject to revision at the Bank's sole discretion at any given point of time and the same shall be communicated to the customers with a notice of 30 days.
- In case you are applicable for submission of GSTIN details, please provide details in a separate "GST Annexure". GST Annexure is available on our website (www.hdfcbank.com >> Form Center >> Demat Tab >> GST Annexure).

- \*\*\* The Annual Maintenance Charges are levied, in advance, for a period of one year at the beginning of the billing cycle. For the computation of AMC for Managed Program, the transactions for the previous year will be evaluated, and basis the number of transactions done by the customer, AMC will be levied as per the transaction slabs defined. (For more details of Standard / Managed program, kindly refer our website www.hdfcbank.com)
- To evaluate the eligibility for Basic Services Demat Accounts (BSDA), the value of holdings will be determined on a daily basis, as per the file sent by the NSDL / CDSL. The AMC will be calculated at the pro-rata basis based on the value of holding of securities in the account.
- In case of BSDA, such accounts would be levied AMC applicable basis the value of holdings exceeding the prescribed limit immediately from the next day of exceeding such limit.
- In case the Demat accounts with BSDA facility does not meet the listed eligibility as per guideline issued by SEBI or any such authority at any point of time, such BSDA accounts will be converted to Standard program Demat accounts without further reference to the respective customers and will be levied standard Program pricing.
- In case if the Demat accounts with BSDA facility exceed the prescribed limits and move out of the stipulated BSDA criteria, the eligibility of such accounts for BSDA facility will be evaluated on the last day of the Annual billing cycle.
- The value of the transaction will be in accordance with rates provided by Depositories (NSDL / CDSL)
- The transaction charges will be payable monthly. The charges quoted above are for the services listed. Any service not quoted above will be charged separately.
- The operating instructions for the joint accounts must be signed by all the holders.
- All instructions for transfer must be received at the designated DP servicing branches of the Bank at least 24 hours before the execution date.
- In case of non-recovery of service charges due to inadequate balance in your linked bank account or inadequate advance fees or invalid bank account, the Depository services for your account will be temporarily discontinued. The services will be resumed in a minimum of three working days from the date of receipt of request with HDFC Bank and post payment of all outstanding dues towards Depository charges.
- In case the Demat accounts are with nil balances / transactions or in case if the customer defaults in payment of AMC, the physical statement shall not be sent to the customer after period of 1 year. However the electronic statement of holding will be sent only to the customers whose email IDs are registered for e-statement.
- The Depositories have started dispatching Consolidated Account Statement (CAS) to the customers w.e.f. March 2015, hence despatch of physical statements has been discontinued.
- Your Transaction cum Billing statement will be available on NetBanking under Demat tab by second week of every month with option to view /download.
- Effective 01 July 2020 stamp duty charges would be collected on consideration amount of OffMarket transfer / Pledge invocation instruction, before execution of request.
- Transactions from Promoter / Director account under NDU arrangement would be charged as per pledge instructions.

**(Refer page no. 4)**

**Declaration Form for opting out of nomination**

I / We hereby confirm that I / We do not wish to appoint any nominee(s) in my / our trading / demat account and understand the issues involved in non-appointment of nominee(s) and further are aware that in case of death of all the account holder(s), my / our legal heirs would need to submit all the requisite documents / information for claiming of assets held in my / our trading / demat account, which may also include documents issued by Court or other such competent authority, based on the value of assets held in the trading / demat account.

<b>Signature &amp; Name of holder (s)</b>	S4 Signature 1st holder	Signature 2nd holder	Signature 3rd holder
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<b>Witness for Opting out of Nomination</b>	Name & Address of the Witness, ONLY WHEN thumb impression affixed by the any of holder (Mr. / Ms): _____	D D M M Y Y Y Y	Signature of Witness
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**Notes on Nomination in Demat Account**

**Notes :** 1. All communication shall be sent at the address of the Sole/First holder only. 2. Thumb impressions and signatures other than English or Hindi or any of the other language not contained in the 8th Schedule of the Constitution of India must be attested by a Magistrate or a Notary Public or a Special Executive Magistrate. 3. Instructions related to nomination, are as below: I The nomination can be made only by individuals holding beneficiary owner accounts on their own behalf singly or jointly. Non- individuals including society, trust, body corporate, partnership firm, and Hindu Undivided Family, holder of power of attorney cannot nominate. If the account is held jointly all joint holders will sign the nomination form. II. A minor can be nominated. In that event, the name and address of the Guardian of the minor nominee shall be provided by the beneficial owner. III. Only Individual / natural person(s) can be nominee(s). The Nominee shall not be artificial person created/dressed by the law or by a fiction such as trust, society, body corporate, partnership firm or Hindu Undivided Family. A non-resident Indian can be a Nominee, subject to the exchange controls in force, from time to time. IV. Nomination in respect of the beneficiary owner account stands rescinded upon closure of the beneficiary owner account. Similarly, the nomination in respect of the securities shall stand terminated upon transfer of the securities. V. Transfer of securities in favour of a Nominee shall be valid discharge by the depository and the Participant against the legal heir. VI. The cancellation of nomination can be made by individuals only holding beneficiary owner accounts on their own behalf singly or jointly by the same persons who made the original nomination. Non- individuals including society, trust, body corporate, partnership firm, Hindu Undivided Family, holder of power of attorney cannot cancel the nomination. If the beneficiary owner account is held jointly, all joint holders will sign the cancellation form. VII. On cancellation of the nomination, the nomination shall stand rescinded and the depository shall not be under any obligation to transfer the securities in favour of the Nominee. 4. Instructions related to mode of receiving Statement of Account in electronic form, are as below: I. All the necessary steps to ensure confidentiality and secrecy of the login name and password of the internet/ email account should be taken by the client. Such statement may be accessed by other entities in case the confidentiality/secretcy of the login name and password is compromised II. Participant or Client can terminate such arrangement by giving 10 days prior notice. III. In case opted for statement through email, the Client shall immediately inform the Participant about change in email address, if any

**UCC, EXCHANGE DETAILS AND SEPARATE MOBILE NUMBER & EMAIL ID DECLARATION**

First / Sole Holder Name: \_\_\_\_\_

UCC: \_\_\_\_\_

Exchange Name & ID: \_\_\_\_\_

I/we hereby declare as detailed below for mobile number and email id belongs to:

Holder	Mobile Number	Email Id of the Customer
1st / Sole holder	_____ <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Dependent Children	_____ <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Dependent Children
2nd holder	_____ <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Dependent Children	_____ <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Dependent Children
3rd holder	_____ <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Dependent Children	_____ <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Dependent Parents <input type="checkbox"/> Dependent Children

<b>Signature &amp; Name of holder (s)</b>	S5 Signature 1st holder	Signature 2nd holder	Signature 3rd holder
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## Extended KYC Annexure - Individuals (including sole-proprietors)

(Applicable for Resident and Non-Resident Customers)

(Please consult your professional tax advisor for further guidance on your tax residency, if required)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

AOF Number : \_\_\_\_\_

Please fill the information below as requested	First Account Holder	Second Account Holder
Name of the Account Holder		
Customer ID		
City of Birth		
Country of Birth		
Address for Tax purpose	<input type="checkbox"/> same as mailing address <input type="checkbox"/> same as permanent address	<input type="checkbox"/> same as mailing address <input type="checkbox"/> same as permanent address
Address Type for the above	<input type="checkbox"/> Residential or Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office	<input type="checkbox"/> Residential or Business <input type="checkbox"/> Residential <input type="checkbox"/> Business <input type="checkbox"/> Registered Office
Nationality (if national of more than one country, please mention all the countries separated by a comma)		
Father's Name		
Spouse's Name		
Identification Type - Documents submitted as proof of identity of the individual	<input type="checkbox"/> Passport <input type="checkbox"/> Election / Voter's ID card <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar card / letter <input type="checkbox"/> NREGA Card <input type="checkbox"/> Govt ID Card <input type="checkbox"/> Others( pls specify ) _____	<input type="checkbox"/> Passport <input type="checkbox"/> Election / Voter's ID card <input type="checkbox"/> Driving License <input type="checkbox"/> Aadhaar card / letter <input type="checkbox"/> NREGA Card <input type="checkbox"/> Govt ID Card <input type="checkbox"/> Others( pls specify ) _____
Identification Number - for the identification type mentioned above		

Are you a tax resident of any country other than India?

• First account holder :    Yes     No

• Second account holder :    Yes     No

**If yes**, please indicate all countries in which you are resident for tax purposes and the associated Tax Reference Numbers below:

Account holder details	Name of Customer	Country/(ies) of Tax residency #	Tax Identification Number (TIN)%	Identification Type (TIN or Other%, please specify)
First				
Second				

**# To also include USA, where the individual is a citizen/ green card holder of USA**

**% In case Tax Identification Number is not available, kindly provide functional equivalent<sup>5</sup>**

**Certification:** I/We have understood the information requirements of this Form as per the CBDT notified Rules 114F to 114H and hereby confirm that the information provided by me/us on this Form is true, correct, and complete. I/We also confirm that I/We have read and understood the Terms and Conditions below and hereby accept the same. I/We understand that my personal details as provided/available in the bank/securities records will be used for CBDT reporting. Further, I/We hereby authorize HDFC Bank Limited to furnish the above information to HDFC Securities Limited for the purpose of compliance and reporting under CBDT Rules as applicable.

S6

Signature of first holder

Signature of second holder\*

\* Second holder not applicable in case of trading A/C

**Details under FATCA/Foreign Tax Laws:** Towards compliance with tax information sharing laws, such as FATCA, we would be required to seek additional personal, tax and beneficial owner information and certain certifications and documentation from our account holders. Such information may be sought either at the time of account opening or any time subsequently. In certain circumstances (including if we do not receive a valid self-certification from you) we may be obliged to share information on your account with relevant tax authorities. If you have any questions about your tax residency, please contact your tax advisor. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Towards compliance with such laws, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. As may be required by domestic or overseas regulators/ tax authorities, we may also be constrained to withhold and pay out any sums from your account or close or suspend your account(s).

If you are a US citizen or resident or green card holder, please include United States in the foreign country information field along with your US Tax Identification Number. Foreign Account Tax Compliance provisions (commonly known as FATCA) are contained in the US Hire Act 2010.

Please note that you may receive more than one request for information if you have multiple relationships with different members of the HDFC Group. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

### CBDT Terms and Conditions

The Central Board of Direct Taxes (CBDT) has notified Rules 114F to 114H, as part of the Income-tax Rules, 1962, which Rules require Indian financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities/appointed agencies. Towards compliance, we may also be required to provide information to any institutions such as withholding agents for the purpose of ensuring appropriate withholding from the account or any proceeds in relation thereto. Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days. Please note that you may receive more than one request for information if you have multiple relationships with HDFC Bank or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

### CBDT Instructions

If you have any questions about your tax residency, please contact your tax advisor. If you are a US citizen or resident or green card holder, please include United States in the foreign country information field along with your US Tax Identification Number.

It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach this to the form. In case customer has the following Indicia pertaining to a foreign country and yet declares self to be non-tax resident in the respective country, customer to provide relevant Curing Documents as mentioned below:

FATCA/ CRS Indicia observed (ticked)		Documentation required for Cure of FATCA/ CRS indicia
		<i>If customer does not agree to be Specified U.S. person/ reportable person status</i>
1	U.S. place of birth	1. Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purposes; 2. Non-US passport or any non-US government issued document evidencing nationality or citizenship (refer list below); <b>AND</b> 3. <b>Any one</b> of the following documents: a. Certified Copy of "Certificate of Loss of Nationality or b. Reasonable explanation of why the customer does not have such a certificate despite renouncing US citizenship; <b>or</b> Reason the customer did not obtain U.S. citizenship at birth
2	Residence/ mailing address in a country other than India	1. Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purposes; <b>and</b> 2. Documentary evidence (refer list below)
3	Telephone number in a country other than India (and no telephone number in India provided)	1. Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purposes; <b>and</b> 2. Documentary evidence (refer list below)
4	Standing instructions to transfer funds to an account maintained in a country other than India	1. Self-certification (in attached format) that the account holder is neither a citizen of United States of America nor a resident for tax purposes; <b>and</b> 2. Documentary evidence (refer list below)

List of acceptable **documentary evidence** needed to establish the residence(s) for tax purposes:

1. Certificate of residence issued by an authorized government body\*
2. Valid identification issued by an authorized government body\* (e.g. Passport, National Identity card, etc.)

\* Government or agency thereof or a municipality

For HDFC Bank/Securities use only :

Sourcing Branch Name : \_\_\_\_\_ Branch Code :

Signature verified and form approved by : BDA / BM employee Code : \_\_\_\_\_ Signature & Date : \_\_\_\_\_



# Central KYC Registry - KYC Additional Details Form (Individual)

 Date: 

Place: \_\_\_\_\_

AOF no.: \_\_\_\_\_

 LG Code 

 LC Code 

Please fill the information below as requested	First Account Holder	Second Account Holder
Application Type	<input type="checkbox"/> New <input type="checkbox"/> Update	<input type="checkbox"/> New <input type="checkbox"/> Update
*Account Type	<input checked="" type="checkbox"/> Normal <input type="checkbox"/> Simplified (For low risk customer) <input type="checkbox"/> Small	<input checked="" type="checkbox"/> Normal <input type="checkbox"/> Simplified (For low risk customer) <input type="checkbox"/> Small
KYC Number (Mandatory for KYC update request)	<input type="text" value=""/>	<input type="text" value=""/>
*Name (Same as ID proof) (write in block letter)	First Name _____ Middle Name _____ Last Name _____	First Name _____ Middle Name _____ Last Name _____
Maiden Name ( if any*)	First Name _____ Middle Name _____ Last Name _____	First Name _____ Middle Name _____ Last Name _____
Mother Name*	First Name _____ Middle Name _____ Last Name _____	First Name _____ Middle Name _____ Last Name _____
Gender*	<input type="checkbox"/> M-Male <input type="checkbox"/> F-Female <input type="checkbox"/> T-Transgender	<input type="checkbox"/> M-Male <input type="checkbox"/> F-Female <input type="checkbox"/> T-Transgender
Marital Status*	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others
Citizenship*	<input type="checkbox"/> IN_Indian <input type="checkbox"/> Others _____	<input type="checkbox"/> IN_Indian <input type="checkbox"/> Others _____
Residential status *	<input type="checkbox"/> Resident Individual <input type="checkbox"/> Non-Resident Indian <input type="checkbox"/> Foreign National <input type="checkbox"/> Person of Indian Origin	<input type="checkbox"/> Resident Individual <input type="checkbox"/> Non-Resident Indian <input type="checkbox"/> Foreign National <input type="checkbox"/> Person of Indian Origin

\* Mandatory Fields

**Applicant Declaration - Additional Information for CERSAI :**

# I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

# I hereby consent to receiving information from Central KYC Registry through SMS/Email.

**Applicant Preference for receiving Documents as part of Account Opening Kit**

 # I / We wish to receive the following documents in  Physical Form  Electronic Form

1. Rights & Obligations of stock broker, sub-broker and client for trading on exchanges (including additional rights & obligations in case of internet/wireless technology based trading); (applicable for HDFC Securities Limited - Trading Account)
2. Rights and Obligations of beneficial owner and depository participant as prescribed by SEBI and depositories; (applicable for Demat account)
3. Uniform Risk Disclosure Documents (for all segments/ exchanges); and (applicable for HDFC Securities Limited - Trading Account)
4. Guidance Note detailing Do's and Don't for trading on stock exchanges. (applicable for HDFC Securities Limited - Trading Account)



Signature/Thumb Impression of First Applicant



Signature/Thumb Impression of Second Applicant

**Institution Details**

For HDFC Bank/Securities use only :

 DP ID : 

 Client ID : 

Sourcing Branch Name : \_\_\_\_\_

 Branch Code : 


Signature verified and form approved by : BDA / BM employee Code : \_\_\_\_\_ Signature &amp; Date : \_\_\_\_\_

**A. IMPORTANT POINTS**

1. Self attested copy of PAN card is mandatory for all clients.
2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a foreign language, then translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted
10. For opening a minor's account with Depository Participant or Mutual Fund, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
11. Politically Exposed Persons (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.
12. Copy of cancelled cheque leaf/ pass book/bank statement specifying name of the constituent, MICR Code or/and IFSC Code of the bank should be submitted.
13. Demat master or recent holding statement issued by DP bearing name of the client.
14. Stock broker has an option of doing 'in-person' verification through web camera at the branch office of the stock broker/sub-broker's office.

**B. PAN is mandatory, but no longer an Official Valid Document (OVD) as Proof of Identity**

Under PMLA guidelines Permanent Account Number (PAN) is no more listed as an Official Valid Document (OVD), however basis SEBI circular no. MRD/DoP/Cir-05/2007, PAN is still a Mandatory document to be provided by the investor for opening a Demat and Trading Account.

Also, Central KYC Registry (CKYCR) notification dated January 10, 2020 & July 07, 2020 towards revision & implementation of KYC template for Individuals to align it with the extant PMLA requirements.

**C. Proof of Identity (POI): List of documents admissible as Proof of Identity:**

Officially Valid Documents (OVDs) under terms of Rule 2 (d) of Prevention of Money-Laundering (Maintenance of Records) Rules, 2005 (PML Rules) are as listed below

1. Passport
2. Driving Licence
3. Proof of possession of Aadhaar number
4. Voter's Identity Card

5. NREGA Job Card duly signed by an officer of the State Government
6. Letter issued by National Population Register containing demographic details
7. Any other document as notified by the Central Government in consultation with the Regulator.

**D. Proof of Address (POA): List of documents admissible as Proof of Address:**

(\*Documents having an expiry date should be valid on the date of submission.)

1. Passport
2. Driving Licence
3. Proof of possession of Aadhaar number
4. Voter's Identity Card
5. NREGA Job Card duly signed by an officer of the State Government
6. Letter issued by National Population Register containing demographic details
7. Any other document as notified by the Central Government in consultation with the Regulator.

**E. Exemptions/clarifications to PAN**

(\*Sufficient documentary evidence in support of such claims to be collected.)

1. In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim.
3. UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
4. SIP of Mutual Funds upto Rs 50,000/- p.a.
5. In case of institutional clients, namely, FIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

**F. List of people authorized to attest the documents:**

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy/Consulate General in the country where the client resides are permitted to attest the documents.

**Important:**

The Bank/ Securities staff carrying out the IPV should:

1. Sign in the place provided for "Signature of Authorised Signatory" within the box "For Office USE Only" on the KYC Form and
2. Affix the OSV stamp along-with the signature on the relevant supporting documents pertaining to Proof of Identity & Proof of Address.

## Rights and Obligations of Beneficial Owner and Depository Participant as prescribed by SEBI and Depositories

### General Clause

1. The Beneficial Owner and the Depository participant (DP) shall be bound by the provisions of the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996, Rules and Regulations of Securities and Exchange Board of India (SEBI), Circulars/Notifications/Guidelines issued there under, Bye Laws and Business Rules/Operating Instructions issued by the Depositories and relevant notifications of Government Authorities as may be in force from time to time.

2. The DP shall open/activate Demat account of a beneficial owner in the depository system only after receipt of complete Account opening form, KYC and supporting documents as specified by SEBI from time to time.

### Beneficial Owner information

3. The DP shall maintain all the details of the beneficial owner(s) as mentioned in the account opening form, supporting documents submitted by them and/or any other information pertaining to the beneficial owner confidentially and shall not disclose the same to any person except as required by any statutory, legal or regulatory authority in this regard.

4. The Beneficial Owner shall immediately notify the DP in writing, if there is any change in details provided in the account opening form as submitted to the DP at the time of opening the Demat account or furnished to the DP from time to time.

### Fees/Charges/Tariff

5. The Beneficial Owner shall pay such charges to the DP for the purpose of holding and transfer of securities in dematerialized form and for availing depository services as may be agreed to from time to time between the DP and the Beneficial Owner as set out in the tariff Sheet provided by the DP. It may be informed to the Beneficial Owner that "no charges are payable for opening of Demat accounts"

6. In case of Basic Services Demat Accounts, the DP shall adhere to the charge structure as laid down under the relevant SEBI and/or Depository circulars/directions/notifications issued from time to time.

7. The DP shall not increase any charges/tariff agreed upon unless it has given a notice in writing of not less than thirty days to the Beneficial Owner regarding the same.

### Dematerialization

8. The Beneficial Owner shall have the right to get the securities, which have been admitted on the Depositories, dematerialized in the form and manner laid down under the Bye Laws, Business Rules and Operating Instructions of the depositories.

### Separate Accounts

9. The DP shall open separate accounts in the name of each of the beneficial owners and securities of each beneficial owner shall be segregated and shall not be mixed up with the securities of other beneficial owners and/or DP's own securities held in dematerialized form.

10. The DP shall not facilitate the Beneficial Owner to create or permit any pledge and/or hypothecation or any other interest or encumbrance over all or any of such securities submitted for dematerialization and/or held in Demat account except in the form and manner prescribed in the Depositories Act, 1996, SEBI (Depositories and Participants) Regulations, 1996 and Bye-Laws/Operating Instructions/Business Rules of the Depositories.

### Transfer of Securities

11. The DP shall effect transfer to and from the Demat accounts of the Beneficial Owner only on the basis of an order, instruction, direction or mandate duly authorized by the Beneficial Owner and the DP shall maintain the original documents and the audit trail of such authorizations.

12. The Beneficial Owner reserves the right to give standing instructions with regard to the crediting of securities in his Demat account and the DP shall act according to such instructions.

### Statement of account

13. The DP shall provide statements of accounts to the beneficial owner in such form and manner and at such time as agreed with the Beneficial Owner and as specified by SEBI/depository in this regard.

14. However, if there is no transaction in the Demat account, or if the balance has become Nil during the year, the DP shall send one physical statement of holding annually to such BOs and shall resume sending the transaction statement as and when there is a transaction in the account.

15. The DP may provide the services of issuing the statement of Demat accounts in an electronic mode if the Beneficial Owner so desires. The DP will furnish to the Beneficial Owner the statement of Demat accounts under its digital signature, as governed under the Information Technology Act, 2000. However if the DP does not have the facility of providing the statement of Demat account in the electronic mode, then the Participant shall be obliged to forward the statement of Demat accounts in physical form.

16. In case of Basic Services Demat Accounts, the DP shall send the transaction statements as mandated by SEBI and/or Depository from time to time.

### Manner of Closure of Demat account

17. The DP shall have the right to close the Demat account of the Beneficial Owner, for

any reasons whatsoever, provided the DP has given a notice in writing of not less than thirty days to the Beneficial Owner as well as to the Depository. Similarly, the Beneficial Owner shall have the right to close his/her Demat account held with the DP provided no charges are payable by him/her to the DP. In such an event, the Beneficial Owner shall specify whether the balances in their Demat account should be transferred to another Demat account of the Beneficial Owner held with another DP or to rematerialize the security balances held.

18. Based on the instructions of the Beneficial Owner, the DP shall initiate the procedure for transferring such security balances or rematerialize such security balances within a period of thirty days as per procedure specified from time to time by the depository. Provided further, closure of Demat account shall not affect the rights, liabilities and obligations of either the Beneficial Owner or the DP and shall continue to bind the parties to their satisfactory completion.

### Default in payment of charges

19. In event of Beneficial Owner committing a default in the payment of any amount provided in Clause 5 & 6 within a period of thirty days from the date of demand, without prejudice to the right of the DP to close the Demat account of the Beneficial Owner, the DP may charge interest at a rate as specified by the Depository from time to time for the period of such default.

20. In case the Beneficial Owner has failed to make the payment of any of the amounts as provided in Clause 5&6 specified above, the DP after giving two days notice to the Beneficial Owner shall have the right to stop processing of instructions of the Beneficial Owner till such time he makes the payment along with interest, if any.

### Liability of the Depository

21. As per Section 16 of Depositories Act, 1996,

1. Without prejudice to the provisions of any other law for the time being in force, any loss caused to the beneficial owner due to the negligence of the depository or the participant, the depository shall indemnify such beneficial owner.
2. Where the loss due to the negligence of the participant under Clause (1) above, is indemnified by the depository, the depository shall have the right to recover the same from such participant.

### Freezing/Defreezing of accounts

22. The Beneficial Owner may exercise the right to freeze/defreeze his/her Demat account maintained with the DP in accordance with the procedure and subject to the restrictions laid down under the Bye Laws and Business Rules/Operating Instructions.

23. The DP or the Depository shall have the right to freeze/defreeze the accounts of the Beneficial Owners on receipt of instructions received from any regulator or court or any statutory authority.

### Redressal of Investor grievance

24. The DP shall redress all grievances of the Beneficial Owner against the DP within a period of thirty days from the date of receipt of the complaint.

### Authorized representative

25. If the Beneficial Owner is a body corporate or a legal entity, it shall, along with the account opening form, furnish to the DP, a list of officials authorized by it, who shall represent and interact on its behalf with the Participant. Any change in such list including additions, deletions or alterations thereto shall be forthwith communicated to the Participant.

### Law and Jurisdiction

26. In addition to the specific rights set out in this document, the DP and the Beneficial owner shall be entitled to exercise any other rights which the DP or the Beneficial Owner may have under the Rules, Bye Laws and Regulations of the respective Depository in which the Demat account is opened and circulars/notices issued there under or Rules and Regulations of SEBI.

27. The provisions of this document shall always be subject to Government notification, any rules, regulations, guidelines and circulars/ notices issued by SEBI and Rules, Regulations and Bye-laws of the relevant Depository, where the Beneficial Owner maintains his/ her account, that may be in force from time to time.

28. The Beneficial Owner and the DP shall abide by the arbitration and conciliation procedure prescribed under the Bye-laws of the depository and that such procedure shall be applicable to any disputes between the DP and the Beneficial Owner.

29. Words and expressions which are used in this document but which are not defined herein shall unless the context otherwise requires, have the same meanings as assigned thereto in the Rules, Bye-laws and Regulations and circulars/notices issued there under by the depository and/or SEBI

30. Any changes in the rights and obligations which are specified by SEBI/Depositories shall also be brought to the notice of the clients at once.

31. If the rights and obligations of the parties hereto are altered by virtue of change in Rules and regulations of SEBI or Bye-laws, Rules and Regulations of the relevant Depository, where the Beneficial Owner maintains his/her account, such changes shall be deemed to have been incorporated herein in modification of the rights and obligations of the parties mentioned in this document.

Tariff sheet for HDFC Bank Individual Demat Accounts - Regular / Basic Services Demat Account

Sr. No.	Fee Head	Type	Standard Programme Pricing		Basic Services Demat account (BSDA)	
			Fees	Min	Fees	Min
1	Account opening charges				Nil	
2	Credit Transactions				Nil	
3	Debit Transactions Equity / Debt / Mutual Funds (Market/ Off Market)	SPEED-e / Easiest	0.04% of the value of the txn. (Max Rs 4,999/-)	Rs. 30/-	0.06% of the value of the txn. (Max Rs 5,000/-) For Debt Txn. Only	Rs. 40/-
		HDFC Securities				Rs. 45/-
		Manual				Rs. 60/-
4	Pledge Services(Closure/ Creation/ Invocation)	If Pledge is marked in favour of HDFC Bank			0.04% of the value of the Txn.	Rs. 60/-
		If Pledge is marked to other than HDFC Bank			0.06% of the value of the Txn.	Rs. 60/-
5	Margin Pledge (Creation / Invocation / Closure)		Rs. 20/- per instruction		Rs. 20/- per instruction	
6	Dematerialisation	Certificate + Dematerialisation Request	Rs.5/- per certificate + Rs. 35/- per request	Rs. 40/-	Rs.5/- per certificate + Rs. 35/- per request	Rs. 40/-
7	Rematerialisation	Rematerialisation Request	Rs.30/- per request + NSDL / CDSL actuals, Currently a) Rs.10/- for every hundred securities or part thereof; or b) a flat fee of Rs.10/- per certificate whichever is higher	Rs.40/- (min) Rs.5,00,000 (max)	Rs.30/- per request + NSDL / CDSL actuals, Currently a) Rs.10/- for every hundred securities or part thereof; or b) a flat fee of Rs.10/- per certificate whichever is higher	Rs.40/- (min) Rs.5,00,000 (max)
		Reconversion of Mutual Funds/ Redemption of Mutual Fund units	Reconversion of Mutual Funds Rs 30/- per request + NSDL / CDSL actuals, Currently Rs 10/- per request in NSDL & Rs 5.50/- per request in CDSL Redemption of Mutual Fund units Rs 30/- per request + NSDL / CDSL actuals, Currently Rs 4.50/- per request in NSDL & Rs 5.50/- per request in CDSL		Reconversion of Mutual Funds Rs 30/- per request + NSDL / CDSL actuals, Currently Rs 10/- per request in NSDL & Rs 5.50/- per request in CDSL Redemption of Mutual Fund units Rs 30/- per request + NSDL / CDSL actuals, Currently Rs 4.50/- per request in NSDL & Rs 5.50/- per request in CDSL	
8	Reissuance of Delivery Instruction Booklet (DIB)		Rs.75/- per booklet		Rs.75/- per booklet	
9	Mailing Charges Courier / Postal Charges only (Adhoc Statement)	Inland Address	Rs.35/- per request		Rs.35/- per request	
		Foreign Address	Rs.500/- per request		Rs.500/- per request	
10	Annual Maintenance Charges	AMC	Rs. 750 p.a.	AMC	Holding Value	
					Debt Securities ****	Non Debt Securities *****
				*** NIL	0 to 100000	0 to 50000
				*** Rs 100 p.a	100001 to 2 lacs	50001 to 2 lacs
	*** Rs 750 p.a	Above 2 lacs	Above 2 lacs			

**Terms & Conditions:**

- Demat customers eligible for the BSDA facility need to register their mobile number for the SMS alert facility for debit transactions.
- Customers who have a banking relationship with HDFC Bank to provide a debit authorisation for the recovery of service charges. Customers having only a Depository relationship will be required to maintain a balance of Rs. 7,500/- in an account maintained by Bank for each Demat account. The Customer also need to replenish the balances in the said account immediately if and when it falls below Rs.5,000/-.
- The above charges are exclusive of applicable GST and other taxes / statutory charges levied by Government bodies / statutory authorities from time to time, which will be charged as applicable.
- All charges / service standards are subject to revision at the Bank's sole discretion at any given point of time and the same shall be communicated to the customers with a notice of 30 days.
- Incase you are applicable for submission of GSTIN details, please provide details in a separate "GST Annexure". GST Annexure is available on our website (www.hdfcbank.com >> Form Center>> Demat Tab >> GST Annexure).
- \*\*\* The Annual Maintenance Charges are levied, in advance, for a period of one year at the beginning of the billing cycle. For the computation of AMC for Managed Program, the transactions for the previous year will be evaluated, and basis the number of transactions done by the customer, AMC will be levied as per the transaction slabs defined. (For more details of Managed program, kindly refer our website www.hdfcbank.com)
- To evaluate the eligibility for Basic Services Demat Accounts (BSDA), the value of holdings will be determined on a daily basis, as per the file sent by the NSDL / CDSL The AMC will be calculated at the pro-rata basis based on the value of holding of securities in the account.
- In case of BSDA, such accounts would be levied AMC applicable basis the value of holdings exceeding the prescribed limit immediately from the next day of exceeding such limit.
- Incase the Demat accounts with BSDA facility does not meet the listed eligibility as per guideline issued by SEBI or any such authority at any point of time, such BSDA accounts will be converted to Standard program Demat accounts without further reference to the respective customers and will be levied standard Program pricing.
- Incase if the Demat accounts with BSDA facility exceed the prescribed limits and move out of the stipulated BSDA criteria, the eligibility of such accounts for BSDA facility will be evaluated on the last day of the Annual billing cycle.
- The value of the transaction will be in accordance with rates provided by Depositories (NSDL / CDSL)
- The transaction charges will be payable monthly. The charges quoted above are for the services listed. Any service not quoted above will be charged separately.
- The operating instructions for the joint accounts must be signed by all the holders.
- All instructions for transfer must be received at the designated DP servicing branches of the Bank at least 24 hours before the execution date.
- In case of non-recovery of service charges due to inadequate balance in your linked bank account or inadequate advance fees or invalid bank account, the Depository services for your account will be temporarily discontinued. The services will be resumed in a minimum of three working days from the date of receipt of request with HDFC Bank and post payment of all outstanding dues towards Depository charges.
- In case the Demat accounts are with nil balances / transactions or incase if the customer defaults in payment of AMC, the physical statement shall not be sent to the customer after period of 1 year. However the electronic statement of holding will be sent only to the customers whose email IDs are registered for e-statement.
- The Depositories have started dispatching Consolidated Account Statement (CAS) to the customers w.e.f. March 2015, hence despatch of physical statements has been discontinued.
- Your Transaction cum Billing statement will be available on NetBanking under Demat tab by second week of every month with option to view/download.
- Effective 01 July 2020 stamp duty charges would be collected from BO on consideration amount of OffMarket transfer and from pledgee for Pledge invocation request, before execution of request.

**I/we agree to abide by and to be bound by all the Terms and Conditions pertaining to Debit authorisation, E-mail statement and Fee & schedule.**



HDFC Bank Limited, Depository Services, Empire Plaza I, 4th Floor, Chandan Nagar, LBS Marg, Vikhroli West, Mumbai - 400083.  
Registered Office: HDFC Bank House, Senapati Bapat Marg, Lower Parel, Mumbai - 13.

**ACKNOWLEDGMENT**

NSDL (DP ID - IN 300126 / IN 301151 / IN 301549 / IN 300476 / IN 300601 / IN 301436), CDSL (DP ID - 13012400)

Received the application from Mr/Ms \_\_\_\_\_ as the sole/first holder alongwith \_\_\_\_\_ and \_\_\_\_\_ as the second and third holders respectively for opening of a depository account. Please quote the

DP ID & Client ID allotted to you in all your future correspondence.

Participant Stamp & Signature