

# **Common Form for Non-Financial Transactions**

## Please fill in the information below legibly in English and in CAPITALS

For Existing Unitholder(s) holding units in physical mode, please read documentation required and Terms and Conditions overleaf. IMPORTANT: Please strike off the section(s) that is (are) not used by you to prevent any unauthorized use. A. UNIT HOLDER INFORMATION Folio No. Name Mr | Ms | M/s B. PAN AND KYC UPDATION (Proof of KRA/KYC to be enclosed) Note: PAN card copy to be self attested. PAN of Sole/First Applicant/Guardian PAN of Second Applicant PAN of Third Applicant PAN of POA Holder **CHANGE OF CONTACT DETAILS** First Holder: Mobile No. Tel. (Res.) Tel. (Office) Mobile No. belongs to: Self Dependant Children Dependant Parents Dependant Siblings Custodian POA PMS Spouse Guardian ^ E-mail ID **Email ID to be filled in CAPITAL LETTERS** E-mail ID belongs to: Self Spouse Guardian Dependant Children Dependant Parents Dependant Siblings Custodian ^ E-mail ID Second Holder: Mobile No. Dependant Children Mobile No. belongs to: Self Guardian Dependent Parents Dependant Siblings Custodian POA PMS Spouse Dependant Children E-mail ID belongs to: Self Spouse Guardian Dependant Parents Dependant Siblings Custodian POA Third Holder: Mobile No. ^ E-mail ID Mobile No. belongs to : Self Spouse Guardian Dependant Children Dependant Parents Dependant Siblings Custodian POA PMS E-mail ID belongs to: Guardian Dependant Children Dependant Parents Dependant Siblings Custodian POA Self Spouse ^ I/We, wish to receive scheme wise annual report or an abridged summary thereof/account statements/statutory & other documents by email. If unticked, by default the above will be sent on email. Communication shall be sent to Email/Mobile No. of unit holder only. CHANGE IN MODE OF HOLDING [All Joint Holders should sign, even in case of "Any one or Survivor"] New Mode of Holding (please tick ✓) Anyone or Survivor Joint Holding E. CHANGE OF IDCW OPTION [IDCW stands for 'Income Distribution cum Capital Withdrawal option] Scheme Name Scheme Name Plan/Option **CONSOLIDATION OF FOLIOS** I/We wish to consolidate all my/our investments under specified folios into one folio. Folios to be consolidated i.e. source folios are given below: TARGET FOLIO [MANDATORY]: 1. This folio has to be one of the source folios and details across all the folios should be same. To change mode of holding in Target folio, please fill section D. 2. All Joint Holders should sign to suffice the Mode of Holding across all the source folios. H. DETAILS OF POA (POWER OF ATTORNEY) [Refer instruction (4)] Registration Cancellation Name of the PoA holder | Mr | Ms | M/s PAN of the PoA holder Attached KYC Letter (Mandatory) Notarized copy of PoA (mandatory) **DECLARATION & SIGNATURES** (To be signed as per the Existing Mode of Holding) Having read and understood the contents of the Scheme Information Document, Key Information Document, Statement of Additional Information and Addenda of the Scheme(s) issued till date, I/We hereby apply to the Trustees of HSBC Mutual Fund for units of the relevant Scheme and agree to abide by the terms, conditions, rules and regulations of the Scheme and the above mentioned documents of HSBC Mutual Fund. I/We hereby authorise HSBC Mutual Fund, the AMC and its Agents to disclose my/our details including investment details to my/our bank(s)/HSBC Mutual Fund's Bank(s) and/or Distributor/Broker/Investment Advisor and to verify my/our bank details provided by me/us, or to disclose to such other service providers as deemed necessary for conduct of business I/We confirm that the details provided by me/us are true and correct. I/We confirm that I am/We are not United States person(s) under the laws of United States or resident(s) of Canada. Incase of change to this status, I/We shall notify the AMC, in which event the AMC reserves the right to redeem my/our investments in the Scheme(s). X X X Sole/First Applicant/Guardian/PoA Second Applicant/ PoA Third Applicant/PoA Place: **HSBC** Mutual Fund ACKNOWLEDGEMENT SLIP (To be filled by the investor) Investor Name Folio Number/s PAN and KYC Updations Change of Contact Details Change in Mode of Holding Change of IDCW Option ISC Stamp, Signature & Date Consolidation of Folios PoA Registration

### **INSTRUCTIONS:**

- 1. This Transaction Form can be used for all Non-Financial transactions that an existing account holder may want to make with HSBC Mutual Funds.
- 2. POA Registration: Only a general Power of Attorney agreement without any restrictions and perennial validity is accepted. As per the state wise stamp duty act and registered in India and a duly notarized copy should be enclosed. The PoA must have signatures of the investor as well the PoA holder. If the signature of PoA holder is not available, the fund may call for additional documents or declarations on a case to case basis. PoA will be registered within 10 working days of receipt of all valid documents.

#### 3. Consolidation of Folios:

- a. Details like bank mandate, contact details, etc. in the target Folio will be applicable and will prevail after consolidation even if they were different details in source folio.
- b. In case there is more than one holder in the folio then the form needs to be signed as per the mode of holding.
- c. Folios once consolidated cannot be separated.
- d. Consolidation is effected at the folio level and not at the scheme level.

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CALL US AT

Please visit our website www.assetmanagement.hsbc.co.in for an updated list of Official Points of Acceptance of HSBC Mutual Fund. Please visit www.camsonline.com for an updated list of Official Points of Acceptance of our Registrar/Transfer Agent: Computer Age Management System.



Self-service request

## TOLL FREE NUMBERS

Description	Investor related queries	Distributor related queries	Online related queries	Investor (Dialing from abroad)
Toll Free No.	1800-4190-200/1800-200-2434	1800-419-9800	1800-4190-200/1800-200-2434	+91 44 39923900
Email ID	investor.line@mutualfunds.hsbc.co.in	partner.line@mutualfunds.hsbc.co.in	onlinemf@mutualfunds.hsbc.co.in	investor.line@mutualfunds.hsbc.co.in

## **INSTRUCTIONS:**

- 1. This Transaction Form can be used for all Non-Financial transactions that an existing account holder may want to make with HSBC Mutual Funds.
- 2. Nomination: The nomination details should be filled up only by investors who opt for allotment in physical (non demat) form. In case of units held in electronic (demat) form, the nomination details as recorded for the depository account shall be applicable.
  - (a) The nomination can be made only by individuals applying for/holding units on their own behalf singly or jointly. Non-individuals including society, trust, body corporate, partnership firm, Karta of Hindu Undivided Family, holder of Power of Attorney cannot nominate.
  - (b) Where a folio has joint holders, all joint holders should sign the request for nomination/cancellation of nomination, even if the mode of holding is not "joint". Nomination form cannot be signed by Power of attorney (PoA) holders.
  - (c) There can be no nomination in a folio held in the name of minor.
  - (d) The investors/Unitholders are requested to note that a maximum of three nominees can be registered for a Folio. In case of multiple nominees, the 'Share/Ratio' of nomination has to be clearly specified in the nomination form/request letter. If the 'Share/Ratio' of nomination is not explicitly stated, then the nomination shall be treated at 'Equal Share/Ratio'.
  - (e) A minor can be nominated and in that event, the name and address of the Guardian of the minor nominee shall be provided by the Unitholder.
  - (f) The Nominee shall not be a trust, (other than a religious or charitable trust) society, body corporate, partnership firm, Karta of Hindu Undivided Family or a Power of Attorney holder. A non-resident Indian can be a Nominee subject to the exchange controls in force, from time to time. Nomination can also be made in favour of the Central Government, State Government, Local Authority, any person designated by virtue of his office or a religious or charitable trust.
  - (g) Nomination in respect of the Units stands rescinded upon the transmission of Units.
  - (h) Transmission of Units in favour of a Nominee shall be valid discharge by the AMC/Mutual Fund/Trustees against the legal heir.
  - (i) The cancellation of nomination can be made only by those individuals who hold Units on their own behalf singly or jointly and who made the original nomination.
  - (j) On cancellation of the nomination, the nomination shall stand rescinded and the AMC/Mutual Fund/Trustees shall not be under any obligation to transmit the Units in favour of the Nominee.
  - (k) The rights in the units will rest in the Nominee(s) only upon death of all Unitholders.
  - (1) Every new nomination for a folio/account will overwrite the existing nomination.
  - (m) Nomination shall be mandatory for new folios/accounts opened by individual especially with sole holding and no new folios/accounts for individuals in single holding should be opened without nomination.
  - (n) In case of investors opting to hold the Units in demat form, the nomination details provided by the investor to the depository participant will be applicable.
- 3. Change of address: Change of address request for folios that are KRA compliant will not be registered by the fund and investor should get the address updated with KRA first
- 4. POA Registration: Only a general Power of Attorney agreement without any restrictions and perennial validity is accepted. The PoA must be executed on stamp paper for an amount of INR 500 and registered in India and a duly notarized copy should be enclosed. The PoA must have signatures of the investor as well the PoA holder. If the signature of PoA holder is not available, the fund may call for additional documents or declarations on a case to case basis. PoA will be registered within 10 working days of receipt of all valid documents.

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