

## Third Party Payment Declaration Form

Please refer to the Third Party Payment Rules and Instructions carefully before completing this Form.

For Office Use Only		
Date of Receipt	Folio No.	Branch Trans. No.

### 1. BENEFICIAL INVESTOR INFORMATION (Refer instruction no. 2a)

Folio No. (For Existing Unit Holders)  Application No.

Name of Beneficial Investor (Refer instruction no. 2b)

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

### 2. THIRD PARTY INFORMATION (Refer instruction no. 3)

Name of third party (person making the payment)

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

Nationality

PAN/PEKRN\*\*  First Unit Holder  Second Unit Holder  Third Unit Holder

KIN\*  First Unit Holder  Second Unit Holder  Third Unit Holder

Date of Birth\* 1st Unit Holder  2nd Unit Holder  3rd Unit Holder

Mobile No. + 9 1  E-mail ID

KYC is mandatory. Please enclose copies of KYC acknowledgement letters for all applicants. \*\*PEKRN required for Micro investments upto Rs. 50,000 in a year.  
 ^ 14 digit KYC Identification Number (KIN) and Date of Birth is mandatory for Individual(s) who has registered under Central KYC Records Registry (CKYCR).

Name of contact person & designation (in case of Non-Individual Third Party)

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

Designation

Mailing address (p.o. Box Address may not be sufficient)

City/Town  State  Pin Code

#### Contact Details

Tel. (O)  (ISD/STD)  Tel. (R)  (ISD/STD)

Mobile + 9 1  Fax

Email ID

#### Relationship of Third Party with the Beneficial Investor (Refer Instruction No. 3) [Please tick (✓) as applicable]

Status of the Beneficial Investor	<input type="checkbox"/> FPI <input type="checkbox"/> Client	<input type="checkbox"/> Employee(s)	<input type="checkbox"/> Empanelled Distributor	<input type="checkbox"/> Agent <input type="checkbox"/> Dealer <input type="checkbox"/> Distributor
Relationship of Third Party with the Beneficial Investor	Custodian SEBI Registration No. of Custodian <input type="text"/> Registration Valid Till <input type="text"/>	Employer	AMC	Corporate
Declaration by Third Party	I/We declare that the payment is made on behalf of FPI/Client and the source of this payment is from funds provided to us by FPI/Client.	I/We declare that the payment is made on behalf of employee(s), as per the list enclosed herewith, under Systematic Investment Plan or lump sum/one time subscription through Payroll Deductions or deductions out of expense reimbursements.	I/We declare that the payment is made on behalf of empanelled distributors on account of commission/incentive etc in the form of Mutual Fund units through Systematic Investment Plan or lump sum/one time subscription	I/We declare that the payment is made on behalf of agents/dealer/distributor on account of commission/incentive payable for sale of its goods/services in the form of Mutual Fund units through Systematic Investment Plan or lump sum/one time subscription.

### 3. THIRD PARTY PAYMENT DETAILS (Refer instruction no. 4) - Maximum value should not exceed Rs. 50,000

Mode of Payment (Please tick (✓))	Mandatory Enclosure(s)*
<input type="checkbox"/> Cheque	In case the account number and account holder name of the third party is not pre-printed on the cheque then a copy of the bank passbook/statement of bank account or letter from the bank certifying that the third party maintains a bank account.
<input type="checkbox"/> Pay Order <input type="checkbox"/> Demand Draft <input type="checkbox"/> Banker's Cheque	<b>Procured against registered pay-in account: Any one of the following (please tick ✓)</b> <input type="checkbox"/> Letter from Bank Manager with details of account holder's name, bank account number and PAN as per bank records (if available) or <input type="checkbox"/> Debit instruction from the bank, mentioning the bank account details and name of the Third Party, or <input type="checkbox"/> A copy of the passbook/bank statement evidencing the debit for issuance of a Demand Draft/Pay Order. <b>Procured against cash (For investments below ₹ 50,000/- only):</b> A banker's certificate for issuance of a Demand Draft/Pay Order against cash stating the name of the Third Party, bank account number and PAN as per bank record (if available)
<input type="checkbox"/> RTGS <input type="checkbox"/> NEFT <input type="checkbox"/> Fund Transfer	Copy of the Instruction to the Bank stating the Bank Account Number which has been debited.

\* HSBC Mutual Fund, the AMC reserves the right to seek information and/or obtain such other additional documents/information from the Third Party for establishing the identity of the Third Party.

Amount <sup>#</sup>	in figures (₹)	in words								
Cheque/DD/PO/UTR No.	Cheque/DD/PO/RTGS Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>		D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
Pay-in Bank A/c No.										
Name of the Bank										
Branch	Bank City									
Bank A/c. Type:	<input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRI-NRO <input type="checkbox"/> NRI-NRE <input type="checkbox"/> FCNR <input type="checkbox"/> Others (please specify)									
# including Demand Draft charges, if any.										

#### 4. DECLARATION & SIGNATURE (Refer instruction no. 5)

##### Third Party Declaration:

I/We confirm having read and understood the Third Party Payment rules, as given below and hereby agree to be bound by the same.

I/We declare that the information declared herein is true and correct, which HSBC Mutual Fund is entitled to verify directly or indirectly. I/We agree to furnish such further information as HSBC Mutual Fund may require from me/us. I/We agree that, if any such declarations made by me/us are found to be incorrect or incomplete, HSBC Mutual Fund is not bound to pay any interest or compensation of whatsoever nature on the said payment received from me/us and shall have absolute discretion to reject/not process the Application Form received from the Beneficial Investor(s) and refund the subscription monies.

I/We hereby declare that the amount invested in the Scheme is through legitimate sources only and does not involve and is not designed for the purpose of any contravention or evasion of any Act, Rules, Regulations, Notifications or Directions issued by any regulatory authority in India. I/We will assume personal liability for any claim, loss and/or damage of whatsoever nature that HSBC Mutual Fund may suffer as a result of accepting the aforesaid payment from me/us towards processing of the transaction in favour of the Beneficial Investor(s) as detailed in the Application Form.

##### Applicable to NRIs only :

I/We confirm that I am/We are Non-Resident of Indian Nationality/Origin and I/We hereby confirm that the funds for subscription have been remitted from abroad through normal banking channels or from funds in my/our Non-Resident External/Ordinary Account/FCNR Account.

Please (✓) ☐ Yes ☐ No

If yes, (✓) ☐ Repatriation basis ☐ Non-repatriation basis

Date

D	D	M	M	Y	Y	Y	Y
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Signature of the Third Party) X

##### Beneficial investor(s) declaration & signature/s:

I/We certify that the information declared herein by the Third Party is true and correct.

I/We acknowledge that HSBC Mutual Fund reserves the right in its sole discretion to reject/not process the Application Form and refund the payment received from the aforesaid Third Party and the declaration made by the Third Party will apply solely to my/our transaction as the Beneficial Investor(s) detailed in the Application Form. HSBC Mutual Fund will not be liable for any damages or losses or any claims of whatsoever nature arising out of any delay or failure to process this transaction due to occurrences beyond the control of HSBC Mutual Fund.

X

\*Sole/First Applicant

X

Second Applicant

X

Third Applicant

\* Authorised signatory on behalf of employee(s), as per the list enclosed.

Date

D	D	M	M	Y	Y	Y	Y
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#### THIRD PARTY PAYMENT RULES

- In accordance with AMFI best practice guidelines Circular No. 16/2010-11, pertaining to "risk mitigation process against Third Party instruments and other payment modes for mutual fund subscriptions", mutual funds/asset management companies shall ensure that Third-Party payments are not used for mutual fund subscriptions.

- The following words and expressions shall have the meaning specified herein:

- "Beneficial Investor"** is the first named applicant/investor in whose name the application for subscription of Units is applied for with the Mutual Fund.
- "Third Party"** means any person making payment towards subscription of Units in the name of the Beneficial Investor.
- "Third Party payment"** is referred to as a payment made through instruments issued from a bank account other than that of the first named applicant/investor mentioned in the application form.

In case of payments from joint bank account, the first holder of the mutual fund folio has to be one of the joint holders of the bank account from which the payment is made.

##### Illustrations

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

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

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

- HSBC Mutual Fund will not accept subscriptions with Third Party payments except in the following exceptional cases, which is subject to submission of

requisite documentation/declarations:

- Payment by Employer on behalf of employee(s) under Systematic Investment Plan (SIP) or lump sum/one-time subscription, through Payroll deductions or deductions out of expense reimbursements.
  - Custodian on behalf of an Foreign Institutional Investor (FII) or a Client
  - Payment by an AMC to its empanelled distributor on account of commission/incentive etc. in the form of Mutual Fund units through SIP or lump sum/one time subscription.
  - Payment by a Corporate to its Agent/Dealer/Distributor on account of commission or incentive payable for sale of its goods/services in the form of Mutual Fund units through SIP or lump sum/one time subscription.
- Applications submitted through the above mentioned 'exceptional cases' are required to comply with the following, without which applications for subscriptions for units will be rejected/not processed/refunded.
    - KYC Acknowledgement letter (as issued by CDSL Ventures Limited) of the Beneficial Investor and the person making the payment i.e. Third Party.
    - Declaration Form containing the details of the bank account from which the payment is made and the relationship with the investor(s). The declaration has to be given by the person making the payment i.e., third party. The said form shall be available at Investor Service Centres of the Fund or can be downloaded from our website [www.assetmanagement.hsbc.co.in](http://www.assetmanagement.hsbc.co.in).
  - Investor(s) are requested to note that any application for subscription of Units of the Scheme(s) of HSBC Mutual Fund accompanied with Third Party payment other than the above mentioned exceptional cases as described in Rule (2b) above is liable for rejection without any recourse to Third Party or the applicant investor(s).

The above mentioned Third Party Payment Rules are subject to change from time to time. Please contact any of the Investor Service Centres of HSBC Mutual Fund for any further information or updates on the same.

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## INSTRUCTIONS FOR THIRD PARTY PAYMENT DECLARATION FORM

### 1. GENERAL INSTRUCTIONS

Please read the terms of the Key Information Memorandum, the Scheme Information Document carefully before making an investment decision and filling up the Application Form. Investors are deemed to have accepted the terms of subject to which these offers are being made and bind themselves to the terms upon signing the Application Form and tendering payment for investment.

#### Manner of filling Application Form

Manner must be completed in BLOCK LETTERS in ENGLISH.

Please tick in appropriate box for relevant options wherever applicable. Signatures should be in English or in any Indian Language. Thumb impressions must be attested by a Magistrate/Notary Public under his/her official seal. Submission of Application: Duly completed applications along with full payment must be remitted at the designated Collection Centres or may be routed through Agents of HSBC Mutual Fund. Note: Kindly retain the acknowledgement slip initiated/stamped by the collecting authority.

### 2. BENEFICIAL INVESTOR INFORMATION

- a. The Third Party should provide the Folio Number of the Beneficial Investor already having an account in any of the HSBC Mutual Fund Schemes in Section 1. In case the Beneficial Investor does not have a Folio Number, the Third Party should mention the Application Number as stated in the Application Form. Name must be written in full.
- b. Investors are requested to provide name of the FII/Client, if the Beneficial Investor is a FII/Client. Please note that the name of the First/Sole Applicant should be match with the details mentioned in the Application Form. If the Beneficial Investors are employees, a separate list of employees mentioning their codes and signatures and list of authorised signatories on behalf of employees along with the KYC compliance and PAN details of each employee shall be furnished by the employer on its letterhead.

If the Beneficial Investors are empanelled distributors, a separate list of the distributors mentioning their ARN numbers and signatures shall be furnished.

If the Beneficial Investors are agents/distributors/dealers, a separate list of the agents/distributors/dealers with their signatures and list of authorised signatories on behalf of agents/distributors/dealers along with the KYC compliance and PAN details of each agent/distributor/dealer shall be furnished by the employer on the letter head.

### 3. THIRD PARTY INFORMATION

“Third Party” Custodian or Employer, making payment towards subscription of Units in the name of the Beneficial Investor(s).

Full Name and relationship of Third Party with the Beneficial Investor must be provided. The Relationship declared by the Third Party will suggest that the payment made on behalf of Beneficial Investor(s) is:

- a. On behalf of employee under Systematic Investment Plans or as lump sum/onetime subscription, through Payroll deductions or deductions out of expense reimbursements made by employer; or
- b. On behalf of an FPI or a Client made by the Custodian.
- c. Payment by an AMC to its empanelled distributor on account of commission/incentive etc. in the form of Mutual Fund units through SIP or lump sum/one time subscription.
- d. Payment by a Corporate to its Agent/Dealer/Distributor on account of commission or incentive payable for sale of its goods/services in the form of Mutual Fund units through SIP or lump sum/one time subscription.

Mailing address and contact details of Third Party must be written in full.

### 4. THIRD PARTY PAYMENT DETAILS

Third Party must provide in the Declaration Form the details of the Pay-in Bank Account i.e. account from which subscription payment is made in the name of the Beneficial Investor(s).

The Declaration Form with incomplete payment details shall be rejected. The following document(s) is/are required to be submitted by Third Party as per the mode of payment selected:

#### (i) Source of funds - if paid by cheque

In case the account number and account holder name of the third party is not preprinted on the cheque, then the third party should provide any one of the following documents:

1. A copy of the bank passbook or a statement of bank account having the name and address of the account holder and account number; or
2. A letter (in original) from the bank on its letterhead certifying that the third party maintains an account with the bank, along with information like bank account number, bank branch, account type, the MICR code of the branch & IFSC Code (where available). The said letter should be certified by the bank manager with his/her full signature, name, employee code, bank seal and contact number.

The original documents along with the documents mentioned above should be submitted to the Official Points of Acceptance of HSBC Mutual Fund. The copy of such documents will be verified with the original documents to the satisfaction of the HSBC Mutual Fund/Registrar and Transfer Agent. The original documents will be returned across the counter after due verification.

#### (ii) Source of funds - if funded by pre-funded investments such as Pay Order, Demand Draft, Banker's cheque etc. against registered Pay-in account

- a. a proof of debit to the investor's bank account in the form of a bank manager's certificate with details of account holder's name, bank account number and PAN as per bank records, if available, or
- b. a copy of the acknowledgement from the bank, wherein the instructions to debit carry the bank account details and name of the investor as an account holder are available, or
- c. a copy of the passbook/bank statement evidencing the debit for issuance of a DD.

#### (iii) Source of funds - if paid by RTGS, Bank Account-to-Account Transfer, NEFT, ECS, etc.

1. In such case, investor is required to provide a copy which has been provided to the Bank indicating the account number and the debit instructions.
2. For payment through online mode AMC may match payer account details with registered Pay-in bank accounts of the Investor.

#### (iv) Source of funds - if paid by a pre-funded instrument issued by the Bank against Cash

Subscription through a pre-funded instrument procured against cash shall only be accepted for investments below ₹ 50,000/-. Investor is required to provide a banker's certificate for issuance of a DD against cash stating the investor's name, bank account number and PAN as per bank record (if available).

However, investors are requested to note that such bank account number of the investor is same as the one of the registered bank account mandate(s) with the mutual fund or with the bank details mentioned in the Application Form.

### 5. SIGNATURE(S)

Signature(s) should be in English or in any Indian Language. Declarations on behalf of FII clients/Employee/Agent/Dealer/Distributor should be signed by their Custodian/Employer/AMC/Corporate respectively.

### 6. PERMANENT ACCOUNT NUMBER

As per SEBI Circular dated April 27,2007, Permanent Account Number (PAN) has been made the sole identification number for all participants transacting in the securities market, irrespective of the amount of transaction, effective July 2, 2007. Transactions by unit holder/investors who fail to submit copy of PAN are liable to be rejected.

Accordingly, it is mandatory for all investors to quote their Permanent Account Number (PAN) and submit certified copy of the PAN card issued by the Income Tax Department, irrespective of the amount of investment, while making an application for Purchase of Units. Furnishing an incorrect PAN or not furnishing these details could invite a penalty of ₹ 10,000 as per the extant provisions of the Income Tax Act, 1961.

However, there are certain nature of transactions and type of clients for which PAN is not mandatory, as mentioned below:

- Micro SIPs: SIPs upto ₹ 50,000/- per year per investor;
- Investments from investors residing in the state of Sikkim;
- Investments from Central Government, State Government and the official appointed by the Courts e.g. Official Liquidator, Court Receiver etc. (under the category of Government).

In all the above cases, Investors are requested to submit such documents as mentioned under “Non PAN based KYC applicability” under the Section “Know Your Customer”.

### 7. PREVENTION OF MONEY LAUNDERING

SEBI vide its circular reference number ISD/CIR/RR/AML/1/06 dated January 18, 2006 mandated that all intermediaries including Mutual Funds should formulate and implement a proper policy framework as per the guidelines on anti money laundering measures and also to adopt a Know Your Customer (KYC) policy. The Third Party should ensure that the amount invested in the Scheme is through legitimate sources only and does not involve and is not designated for the purpose of any contravention or evasion of the provisions of the Income Tax Act, Prevention of Money Laundering Act (PMLA), Prevention of Corruption Act and/or any other applicable law in force and also any laws enacted by the Government of India from time to time or any rules, regulations, notifications or directions issued thereunder.

To ensure appropriate identification of the Third Party and with a view to monitor transactions for the prevention of money laundering, HSBC Mutual Fund reserves the right to seek information and/or obtain and

retain documentation for establishing the identity of the third party, proof of residence, source of funds, etc. It may reverify identity and obtain any incomplete or additional information for this purpose.

HSBC Mutual Fund and their Directors, employees and agents shall not be liable in any manner for any claims arising whatsoever on account of freezing the folios/rejection of any application/allotment of Units or mandatory redemption of Units due to non-compliance with the provisions of the Act, SEBI/AMFI circular(s) and KYC policy and/or where the AMC believes that transaction is suspicious in nature within the purview of the Act and SEBI/AMFI circular(s) and reporting the same to FIU-IND.

## 8. KNOW YOUR CUSTOMER (KYC) COMPLIANCE

- KYC is mandatory for investment in mutual funds and all applicants need to comply with this requirement.
- With effect from 1st February 2017, any individual customer who is new to KRA system and whose KYC is not registered or verified in the KRA system, needs to fill in new KYC form viz., "CKYC Form" to comply with the KYC requirements. For more information on KYC requirements, please visit our web site ([www.assetmanagement.hsbc.co.in](http://www.assetmanagement.hsbc.co.in)) or speak to your investment adviser.

For non-Individual applicants, KYC Compliance requires identification of the customer by seeking relevant information on incorporation, commencement of business, tax status, nature of entity, nature of business, address and certain details of Promoters/Partners/Trustees/Whole Time Directors/Kartas of HUF. SEBI has appointed KYC Registration Agencies (KRA) to facilitate a single KYC across all SEBI registered intermediaries. For more information on KYC requirements, please visit our web site or speak to your investment adviser.

- If the investment is being made by a Constituted Attorney on behalf of an applicant, the Attorney needs to comply with KYC requirements.

### • Non PAN Based KYC applicability

Non PAN Based KYC applicability For certain nature of transactions and type of clients, PAN is not mandatory. In such cases, common standard KYC through CVL will not apply. In such cases, the client will have to submit certain documents as elaborated below and KYC will be handled by the AMC/Registrar & Transfer Agent i.e. Computer Age Management Services Private Limited directly. Such nature of transaction and type of clients and the documents required for successful completion of KYC is mentioned below:

#### A. Micro SIPs: Micro schemes such as Micro SIPs upto ` 50,000/- per year per investor

Documents required

- Standard specified identification instruments like Voter ID card, Government/Defence ID card, Card of reputed employer, Driving Licence, Passport in lieu of PAN.
- Proof of address copy. It is clarified that where photo identification

document contains the address of the investor, a separate proof of address is not required.

- Supporting documents copy shall be self-attested by the investor/attested by the ARN holder mentioning the ARN number or attested by any competent authority. However, it is clarified that Investors with PAN are required to follow PAN based common standard KYC through CVL procedure as mentioned above.

### B. Investments from investors residing in Sikkim

Documents required

- Proof of address of Sikkim state and application form should mention the same address.
- Address proof shall be self-attested by the investor/attested by the ARN holder mentioning the ARN number or attested by any competent authority.

### C. Investments from Central Government, State Government and the officials appointed by the courts, e.g., Official Liquidator, Court receiver, etc., (under the category of Government)

Documents required

- Proof of identity as documentary evidence in support of the claim for such an exemption.
- Such proof shall be self-attested by the investor/attested by the ARN holder mentioning the ARN number or attested by any competent authority.

For complying with the KYC requirement, all the investors could approach POS or CVL for submitting their KYC Application Form (KAF) and the mandatory documents of Proof of Identity and Proof of Address. The list of all documents required to fill up the form and the detailed process is mentioned above and can be found in the KYC Application Form. An updated list of POS is available at [www.assetmanagement.hsbc.co.in](http://www.assetmanagement.hsbc.co.in).

After verification of the KYC Application Form and accompanying documents, investors will receive a letter certifying their KYC compliance. Investors are requested to visit the Knowledge Centre Section of our website [www.assetmanagement.hsbc.co.in](http://www.assetmanagement.hsbc.co.in) and also read the KYC section of Statement of Additional Information (SAI) in detail.

Investors are requested to note that KYC would be subject to verification of the veracity of the claim of the investors by collecting sufficient documentary evidence. The AMC reserves the right to ask for the necessary documentation to the satisfaction of the mutual fund.

The AMC, under powers delegated by the Trustee, shall have absolute discretion to reject any application, prevent further transactions by a Unit holder, if after due diligence, the investor/unitholder/a person making the payment on behalf of the investor does not fulfil the requirements of the KYC Policy or the AMC believes that the transaction is suspicious in nature with regard to money laundering.

**Mutual Fund investments are subject to market risks, read all scheme related documents carefully.**

## CALL US AT

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

## TOLL FREE NUMBERS

Description	Investor related queries	Distributor related queries	Online related queries	Investor (Dialing from abroad)
Toll Free Number	1800-4190-200 / 1800-200-2434	1800-419-9800	1800-4190-200 / 1800-200-2434	+ 91 44 39923900
Email ID	<a href="mailto:investor.line@mutualfunds.hsbc.co.in">investor.line@mutualfunds.hsbc.co.in</a>	<a href="mailto:partner.line@mutualfunds.hsbc.co.in">partner.line@mutualfunds.hsbc.co.in</a>	<a href="mailto:onlinemf@mutualfunds.hsbc.co.in">onlinemf@mutualfunds.hsbc.co.in</a>	<a href="mailto:investor.line@mutualfunds.hsbc.co.in">investor.line@mutualfunds.hsbc.co.in</a>