

**ANNEXURE C**
**Reconversion Request Form for conversion of Mutual Fund Units held in Dematerialised form to Statement of Account form  
(Pre-printed serial nos.)**

To	Date	DD	MM	YYYY
DP HDFC Bank Limited DP ID IN _____				

I/We hereby declare that the below mentioned account may be debited to the extent of my/our reconversion request and equivalent units into Statement of Account form be issued for the same. I/We hereby declare that the below mentioned units are registered in the name(s) of below mentioned person(s).

Client Details			
Client ID			
Name of the account holder(s)	Sole/First holder		
	Second holder		
	Third holder		

**Details of Units:**

Mutual Fund Name	
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	Free Units <input type="text"/>	Locked-in Units <input type="text"/>				
Sr. No.	ISIN	Unit Description	Quantity	Details of Lock-in (if applicable)		Reconversion request number (RRN) (To be filled in by Participant)
				Reason	Release date	

**Notes:**

- In case the space is found to be insufficient, an annexure containing the said details in the same format may be attached.
- Please use separate form for free units and locked-in units

**Authorised Signatory(ies)**

Holder(s)	Signature(s)
Sole/First Holder	
Second Holder	
Third Holder	

**Participant Authorisation**

Received the above mentioned Units for reconversion into Statement of Account form:

Client Details			
Client ID			
Name of the account holder(s)	Sole/First holder		
	Second holder		
	Third holder		

The application form is verified with the details of the Client account and certify that the application form is in order. The account has sufficient balances to accept the reconversion request as requested. It is also certified that the Clients' signatures are verified and found in order.

**Date:**
**Forwarded by (Name of the Official) :**
**(Participant's Stamp)**
**Signature:**

**Acknowledgment**

**Participant's Name, Address and ID**

**(pre-printed serial no.)**

We hereby acknowledge the receipt of a reconversion request for \_\_\_\_\_ (quantity) of Mutual fund units of \_\_\_\_\_  
(security details) from \_\_\_\_\_ (Name) having Client ID \_\_\_\_\_ surrendered on \_\_\_\_\_ (date) to be delivered in the form of Mutual  
Fund units represented by Statement of Account.

**(Participant's Stamp and Signature)**

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