



We understand your world

UDN

|             |  |         |  |             |  |
|-------------|--|---------|--|-------------|--|
| LG Code     |  | LC Code |  | Branch Code |  |
| Branch Name |  |         |  |             |  |

Branch Inward Stamp &  
Authorised Signatory with  
Stamp

CPU Inward Stamp &  
Authorised Signatory with  
Stamp

FOR OFFICE USE ONLY

|             |  |  |  |
|-------------|--|--|--|
| FCU done by |  |  |  |
| DVU done by |  |  |  |

CHECKLIST FOR ENSURING DEMAT ACCOUNTS FTR

| Part / Segment | Details for verification   |  | Page no. | Tick (✓) |
|----------------|--|--|----------|----------|
| KYC Form       | Details of Legal Entity  | Mandatory to provide Name of Legal entity / Status / Entity address, Mobile & Email details / Legal entity declaration with AUS Signature  | 1        |          |
|                |  | IPV Details should be complete with Employee details, Designation, signatures, Branch seal and date.   | 1        |          |
|                |  | Legal entity Name should match with Proof of Identity (POI).   | 1        |          |
|                |  | Mandatorily Mobile & email id required, to be mentioned.   | 1        |          |
|                | Details of Related Person(s)   | Mandatory details @ Related Person Type / DIN number / Related person Name / Father or Spouse Name / Mother Name / Martial Status / Date of Birth / Gender / Nationality / PAN or Form 60 / POLITICALLY EXPOSED PERSON / OVD proof Tick box / Related person PHOTO with across signature / Correspondence address & Permanent address / Related person declaration & Signature | 2,3,4    |          |
|                |  | Related person Name should match with that of Proof of Identity (POI).   | 2,3,4    |          |
| Demat AOF      | Mandatory to select Depository i.e. NSDL or CDSL for opening of Account.   |  | 5        |          |
|                | Details of Account holder with Pan number / GST ID number / Type of account tick box / Bank details  |  | 5        |          |
|                | Financial (i.e. Gross Annual Income, LEI no and Net worth) Details, to be mentioned.   |  | 5        |          |
|                | In case Dividend a/c is Non HDFC Bank A/c then photocopy/cancelled cheque leaf is required to be attached  |  | 5        |          |
|                | Politically Exposed Person (PEP) Ticked  |  | 5        |          |
|                | Standing instruction, POA operated, SMS Alert Facility, Auto pledge confirmation, Mode of receiving Statement of Account and Mode of Annual Reports, AGM notice & other communication from issuer to be specified. |  | 6        |          |
|                | HUF DECLARATION to be filled up in case HUF account and Clearing member details in case POOL account   |  | 6        |          |
|                | HUF Signature required along with stamp  |  | 6        |          |
|                | Fill up Debit Authorisation details and AUS certification require as per MOP mentioned in Bank account   |  | 7        |          |
|                | Bank official seal and signature on Debit Authorisation page   |  | 7        |          |
|                | Fee Schedule for HDFC Bank Corporate Demat Accounts (NSDL & CDSL)  |  | 8        |          |
|                | Auth signatory certification require as per MOP on Acknowledgment / Consent For Additional Rights & Obligations page   |  | 8        |          |
|                | Application for Net Banking facility for Companies / Trusts / Co-operative Societies / Association of Persons / Clubs  |  | 16       |          |
| FATCA FORM     | Entity and Beneficial Owner details to be filled   |  | 9,10,11  |          |
| Signatures     | Customer to sign @ 6 places only   |  |          |          |

General but IMPORTANT Checks

- Always use the new version of forms, refer mail from CPU and check version of form (it should be the latest).
- Name of the applicant between AOF/PAN/ID & Address Proof /FATCA/Income Tax Site should be consistent
- Self attested clear readable copy of PAN and Proof of Identity & Proof of Address to be submitted.
- Original seen & verification stamp by the Bank Staff to be affixed on PAN card copy, POI and Proof of Address copy.
- In case the photo on POI copy is not clear, alternate self attested ID proof to be provided.
- Photograph affixed and signed across such that part of signature is on the photo and part is on form.
- Aadhar Consent letter required, if Aadhar card copy is provided as supporting document.
- All Alterations/Corrections are attested by the customer.
- List of people authorised to attest the documents** : 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).

|                         |  |       |
|-------------------------|--|-------|
| Branch code Branch Name |  |       |
| Employee Code & Name    |  |       |
| Signature               |  | Date: |

## DEMAT ACCOUNT OPENING CHECK LIST

| Type of Documents require  | Public / PVT LTD | LLP | Partnership * | HUF | Un-Registered trust* | Registered trust* | Registered Society | Foreign body corporate |
|--|------------------|-----|---------------|-----|----------------------|-------------------|--------------------|------------------------|
| KYC Form - Part 1  | ✓                | ✓   | ✓             | ✓   | ✓                    | ✓                 | ✓                  | ✓                      |
| Demat Account opening form - Part 2  | ✓                | ✓   | ✓             | ✓   | ✓                    | ✓                 | ✓                  | ✓                      |
| Self-Attested copy of PAN Card - Company / Authorized signatories / Two Directors / Whole time Directors / Promoters / LLP / Partnership Firm / all Partners / HUF / Karta / Trust / Society / all Trustees / Trust / society Chairman / Secretary / Members is required     | ✓                | ✓   | ✓             | ✓   | ✓                    | ✓                 | ✓                  | ✓                      |
| Self-Attested copy of Address Proof -Company / Authorized signatories / Two Directors / Whole time Directors / Promoters / LLP / Partnership Firm / all Partners / HUF / Karta / Trust / Society / all Trustees / Trust / society Chairman / Secretary / Members is required | ✓                | ✓   | ✓             | ✓   | ✓                    | ✓                 | ✓                  | ✓                      |
| Board Resolution / Authority Letter / Trust Resolution / Society Resolution is required on Letter Head of the Firm to open Demat account with HDFC Bank Ltd.   | ✓                | ✓   | X             | X   | ✓                    | ✓                 | ✓                  | ✓                      |
| NOC from all partners for opening account in the name of particular partner(s)   | X                | X   | ✓             | X   | X                    | X                 | X                  | X                      |
| Declaration requires as per NSDL format refer Annexure II  | X                | X   | ✓             | X   | X                    | X                 | X                  | X                      |
| List of Directors / Designated partner / Partner / Trustee / Managing Committee / Member is required and same should be duly certified by authorized signatories   | ✓                | ✓   | ✓             | X   | ✓                    | ✓                 | ✓                  | ✓                      |
| List of authorized signatories with photographs and specimen signatures duly certified by authorized signatories is required   | ✓                | ✓   | ✓             | X   | ✓                    | ✓                 | ✓                  | ✓                      |
| Certificate of Incorporation / LLP certificate / Trust / society Registration certificate duly certified by Authorized signatories is required   | ✓                | ✓   | X             | X   | X                    | ✓                 | ✓                  | ✓                      |
| Copies of Memorandum of Association & Articles of Association / LLP Deed / Partnership Deed / Trust Deed / Bye laws duly certified by Authorized signatories is required   | ✓                | ✓   | ✓             | X   | ✓                    | ✓                 | ✓                  | ✓                      |
| Copy of Audited / CA certified Balance sheets for the last 2 financial years require   | ✓                | ✓   | ✓             | X   | ✓                    | ✓                 | ✓                  | ✓                      |
| Copy of latest share holding pattern including list of all those holding control, either directly or indirectly is required  | ✓                | X   | X             | X   | X                    | X                 | X                  | ✓                      |
| Latest photograph of two Directors / one whole time Directors / All partners / Designated partners / Karta / All Trustee / Chairmen & Secretary to be affix on Account opening form.   | ✓                | ✓   | ✓             | ✓   | ✓                    | ✓                 | ✓                  | ✓                      |
| Latest photograph of all individual Promoters to be affix on Account opening form. In case there are no individual promoters in the company, then No promoter declaration require company letter head.   | ✓                | X   | X             | X   | X                    | X                 | X                  | ✓                      |
| Beneficial Owner Declaration (Annexure I) duly filled & signed by AUS and Copy of PAN & Address Proof of share Holders / Beneficial Owners (natural persons) / settlers / trustee / protectors & Beneficiaries are required  | ✓                | ✓   | ✓             | X   | ✓                    | ✓                 | ✓                  | ✓                      |
| FATCA Annexure for Entities duly filled & signed   | ✓                | ✓   | ✓             | ✓   | ✓                    | ✓                 | ✓                  | ✓                      |
| MCA site printout duly certified by Authorized signatories is required   | ✓                | ✓   | X             | X   | X                    | X                 | X                  | X                      |
| If Aadhar card copy is/are submitted for any individual, then Aadhar consent declaration is/are required.  | ✓                | ✓   | ✓             | ✓   | ✓                    | ✓                 | ✓                  | ✓                      |
| Declaration from all the trustees required stating that only securities belonging to the Trust will be held / transacted in this Account ( Part of Trust resolution )  | X                | X   | X             | X   | ✓                    | X                 | X                  | X                      |
| Necessary RBI approvals to be obtained / FDI declaration to be provided certified by AUS as per MOP  | X                | X   | X             | X   | X                    | X                 | X                  | ✓                      |
| Declaration from the foreign entity required that it has complied and will continue to comply with FEMA Regulations certified by AUS as per MOP  | X                | X   | X             | X   | X                    | X                 | X                  | ✓                      |
| Incase self-attestation done on KYC documents is differ with ID proof then Signature Mismatch declaration required   | ✓                | ✓   | ✓             | ✓   | ✓                    | ✓                 | ✓                  | ✓                      |

### PMLA guidelines for identification of Beneficial owners

With reference to amendment in Master Direction on Know your customer, the threshold for "Controlling ownership interest/Control" for the purpose of determination of Beneficial Owner has been revised. Below table details the threshold which needs to be followed.

| Type Entity  | Thresholds  |
|--|---|
| Companies (One Person Company/Public/ Private Limited/ Section 25/8, Partnership firm/LLP) | More than 10 percent  |
| BOI/AOP/Society  | More than 15 percent  |
| Registered / Unregistered Trust  | Beneficial owner(s) shall include identification of <ul style="list-style-type: none"> <li>The author of the trust</li> <li>The Trustee</li> <li>The beneficiaries with 10% or more interest in the trust</li> <li>Any other natural person exercising ultimate effective control over the trust through chain of Control or Ownership</li> </ul> |

All mandatory fields are marked in \*. Please fill this form in **ENGLISH** and in **BLOCK LETTERS**. Strike off whichever is not applicable" and "For any corrections/ overwriting kindly do counter sign. Select appropriate check box wherever applicable. Whitener should not be used for correction

KYC No. (if Available)

**A. Identity Details**

Name of the Applicant\*:

Date of Incorporation\*:

Date of Commencement of Business\*:

Place of Incorporation\*:

Country of Incorporation\*

PAN\*:

TIN Or Equivalent Issuing Country

Registration No. e.g (CIN)\*

TIN Reg No:

Legal Entity Identifier (LEI)

Status\*:  
(please tick any one)

- ☐ Private Ltd Co.    ☐ Public Ltd Co.    ☐ Partnership Firm    ☐ LLP    ☐ Society    ☐ Trust    ☐ AOP    ☐ Bank    ☐ FPI  
☐ Govt Body    ☐ Foreign Body Corporate    ☐ AIF    ☐ HUF    ☐ BOI    ☐ Non Govt Org    ☐ FI    ☐ FII  
☐ Defence Establishment    ☐ Other (Please Specify \_\_\_\_\_)

**B. Address Details**

Address for Correspondence\*

Landmark \*

City/Town/Village\*

State

Country\*

Pin Code \*

Specify the proof of address submitted for Correspondence address:

Contact Details Tel. Office:

Fax. No.:

Country code

STD CODE

TEL

Mobile No. 1 \*

Mobile No. 2:

Country code

Mobile No.

Country code

Mobile No.

Email ID 1 \*

Registered Address

(if different from above)

Same as above ☐ Yes ☐ No

Landmark \*

City/Town/Village \*

Country\*

State

Pin Code \*

Specify the proof of address submitted for registered address:

**Declaration**

- I/ We declare that the details furnished above are true and correct to the best of my 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 /Weam/are aware that I may be held liable for it.
- I/We Hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number / email address.

S1

Authorised Signatory Sign  
with Company Seal

Authorised Signatory Sign  
with Company Seal

Authorised Signatory Sign  
with Company Seal

Date:

Place:

FOR OFFICE USE ONLY

\*Originals Verified and self attested document copies received

KYC verification for Legal Entity and related person carried out by

Name & Emp Code of Bank Staff \_\_\_\_\_

Designation: \_\_\_\_\_

Br. Code

Name of the organisation/Institution: **HDFC Bank Ltd.**

Signature of the Authorised Signatory

Date:

Seal/Stamp of  
the intermediary

DETAIL OF RELATED PERSON 1

KYC Number of Related Person (If available)

Related Person Type

☐ Director#
☐ Promoter
☐ Karta
☐ Trustee
☐ Partner
☐ Court Appointment Official
☐ Proprietor

☐ Beneficiary
☐ Authorised Signatory
☐ Beneficial Owner
☐ Power of Attorney Holder
☐ Other (Please Specify \_\_\_\_\_)

DIN (Director Identification Number)#

(Mandatory if Related Person Type is Director)

PERSONAL DETAILS

Prefix

First Name

Middle Name

Last Name

Name\* (Same as ID Proof)

Father / Spouse Name\*

Mother Name\*

Maiden Name (If available)

Date of Birth\*

D

D

M

M

Y

Y

Y

Y

Gender\*

☐ Male
☐ Female
☐ Third Gender

Nationality\*

PAN\*

☐ Form 60 Furnished

Differently abled status

☐ Yes
☐ No

Percentage of Impairment\_\_\_\_\_

Type of Impairment Code

UDID Number

Status

☐ Resident Individual
☐ Non resident Individual
☐ Foreign National
☐ Person of Indian Origin

Politically Exposed Person:

☐ Yes
☐ No

Politically Exposed Persons" (PEPs) are individuals who have been entrusted with prominent public functions by a foreign country, including the heads of States or Governments, senior politicians, senior government or judicial or military officers, senior executives of state-owned corporations and important political party officials

Related To Politically Exposed Person

☐ Yes
☐ No

PROOF OF IDENTITY AND ADDRESS

I. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

☐ A-Passport
☐ B-Voter ID Card
☐ C-Driving Licence
☐ D-NREGA Job Card

☐ E-National Population Register Letter
☐ F-Proof of Possession of Aadhaar with Non-DBT Aadhaar consent

ID Card No

Expiry Date

D

D

M

M

Y

Y

Y

Y

II. eKYC Authentication

III Offline verification of Aadhaar

X

X

X

X

X

X

X

X

IV For Foreign Nationals in case OVD (Passport, Driving License, Voter Identity Card) provided does not contain address then documents issued by the Government departments of foreign jurisdictions and letters issued by the Foreign Embassy or Mission in India, are acceptable as proof of address for correspondence.

Correspondence Address\*

Flat No & Bldg Name

Road No/Name\*

Landmark / Area

City / Town\*

Pin Code

State\*

Country

Email ID\*

Mobile No.\*

Permanent Address\* ☐ Please tick, if permanent address is same as correspondence address

Flat No & Bldg Name\*

Road No/Name\*

Landmark / Area\*

City / Town\*

Pin Code

State\*

Country

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 misrepresneting, I am aware that I may be held liable for it.

I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

I hereby agree that the Bank reserves the right to close the account, in case, the aforesaid declaration is found to be untrue. In the event of any change in this declaration and/or if I subsequently become a Politically Exposed Person(s) or a relative of a Politically Exposed Person, after the opening of account, I hereby agree to promptly inform the Bank regarding the same and forthwith submit the relevant Politically Exposed Person (PEP) declaration form at an HDFC Bank branch offering DP Services.

S6

Authorised Signatory Sign

with Company Seal

Date:

D

D

M

M

Y

Y

Y

Y

2

### DETAIL OF RELATED PERSON 2

KYC Number of Related Person (If available)

Related Person Type ☐ Director# ☐ Promoter ☐ Karta ☐ Trustee ☐ Partner ☐ Court Appointment Official ☐ Proprietor ☐ Beneficiary ☐ Authorised Signatory ☐ Beneficial Owner ☐ Power of Attorney Holder ☐ Other (Please Specify )

DIN (Director Identification Number)#  (Mandatory if Related Person Type is Director)

### PERSONAL DETAILS

Prefix  First Name  Middle Name  Last Name

Name\* (Same as ID Proof)

Father / Spouse Name\*

Mother Name\*

Maiden Name (If available)

Date of Birth\*         Gender\* ☐ Male ☐ Female ☐ Third Gender

Nationality\*  PAN\*  Form 60 Furnished ☐

Differently abled status ☐ Yes ☐ No Percentage of Impairment

Type of Impairment Code  UDID Number

Status ☐ Resident Individual ☐ Non resident Individual ☐ Foreign National ☐ Person of Indian Origin

Politically Exposed Person: ☐ Yes ☐ No Politically Exposed Persons\* (PEPs) are individuals who have been entrusted with prominent public functions by a foreign country, including the heads of States or Governments, senior politicians, senior government or judicial or military officers, senior executives of state-owned corporations and important political party officials

Related To Politically Exposed Person ☐ Yes ☐ No

### PROOF OF IDENTITY AND ADDRESS

I. Certified copy of OVD or equivalent e-document of OVD or OVD obtained through digital KYC process needs to be submitted (anyone of the following OVDs)

☐ A-Passport ☐ B-Voter ID Card ☐ C-Driving Licence ☐ D-NREGA Job Card ☐ E-National Population Register Letter ☐ F-Proof of Possession of Aadhaar with Non-DBT Aadhaar consent

ID Card No  Expiry Date

II. eKYC Authentication

III Offline verification of Aadhaar ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒

IV For Foreign Nationals in case OVD (Passport, Driving License, Voter Identity Card) provided does not contain address then documents issued by the Government departments of foreign jurisdictions and letters issued by the Foreign Embassy or Mission in India, are acceptable as proof of address for correspondence.

### Correspondence Address\*

Flat No & Bldg Name

Road No/Name\*

Landmark / Area

City / Town\*  Pin Code

State\*  Country

Email ID\*

Mobile No.\*

### Permanent Address\*

☐ Please tick, if permanent address is same as correspondence address

Flat No & Bldg Name\*

Road No/Name\*

Landmark / Area\*

City / Town\*  Pin Code

State\*  Country

### 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 misrepresneting, I am aware that I may be held liable for it.
- I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.
- I hereby agree that the Bank reserves the right to close the account, in case, the aforesaid declaration is found to be untrue. In the event of any change in this declaration and/or if I subsequently become a Politically Exposed Person(s) or a relative of a Politically Exposed Person, after the opening of account, I hereby agree to promptly inform the Bank regarding the same and forthwith submit the relevant Politically Exposed Person (PEP) declaration form at an HDFC Bank branch offering DP Services.

S6

Authorised Signatory Sign  
with Company Seal

Date:

### DETAIL OF RELATED PERSON 3

KYC Number of Related Person (If available)

Related Person Type ☐ Director# ☐ Promoter ☐ Karta ☐ Trustee ☐ Partner ☐ Court Appointment Official ☐ Proprietor  
☐ Beneficiary ☐ Authorised Signatory ☐ Beneficial Owner ☐ Power of Attorney Holder ☐ Other (Please Specify \_\_\_\_\_)

DIN (Director Identification Number)#  (Mandatory if Related Person Type is Director)

### PERSONAL DETAILS

Prefix  First Name  Middle Name  Last Name

Name\* (Same as ID Proof)

Father / Spouse Name\*

Mother Name\*

Maiden Name (If available)

Date of Birth\*         Gender\* ☐ Male ☐ Female ☐ Third Gender

Nationality\*  PAN\*  Form 60 Furnished ☐

Differently abled status ☐ Yes ☐ No Percentage of Impairment

Type of Impairment Code  UDID Number

Status ☐ Resident Individual ☐ Non resident Individual ☐ Foreign National ☐ Person of Indian Origin

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Related To Politically Exposed Person ☐ Yes ☐ No

### PROOF OF IDENTITY AND ADDRESS

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- ☐ A-Passport ☐ B-Voter ID Card ☐ C-Driving Licence ☐ D-NREGA Job Card  
☐ E-National Population Register Letter ☐ F-Proof of Possession of Aadhaar with Non-DBT Aadhaar consent

ID Card No  Expiry Date

II. eKYC Authentication

III Offline verification of Aadhaar ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒

IV For Foreign Nationals in case OVD (Passport, Driving License, Voter Identity Card) provided does not contain address then documents issued by the Government departments of foreign jurisdictions and letters issued by the Foreign Embassy or Mission in India, are acceptable as proof of address for correspondence.

### Correspondence Address\*

Flat No & Bldg Name

Road No/Name\*

Landmark / Area

City / Town\*  Pin Code

State\*  Country

Email ID\*

Mobile No.\*

**Permanent Address\*** ☐ Please tick, if permanent address is same as correspondence address

Flat No & Bldg Name\*

Road No/Name\*

Landmark / Area\*

City / Town\*  Pin Code

State\*  Country

### 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 misrepresneting, I am aware that I may be held liable for it.
- I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.
- I hereby agree that the Bank reserves the right to close the account, in case, the aforesaid declaration is found to be untrue. In the event of any change in this declaration and/or if I subsequently become a Politically Exposed Person(s) or a relative of a Politically Exposed Person, after the opening of account, I hereby agree to promptly inform the Bank regarding the same and forthwith submit the relevant Politically Exposed Person (PEP) declaration form at an HDFC Bank branch offering DP Services.

S6

Authorised Signatory Sign  
with Company Seal

Date:

Please tick mandatorily ☐ NSDL ☐ CDSL ☐ UCC

Exchange Name & ID

Client ID (To be filled by DP)  Date

We request you to open a depository account in our name as per the following details: (Please fill all the details in CAPITAL LETTERS only)

**Details of A/C holders\***

Entity / HUF / First Holder Name

PAN  UCIC ID

Second Holder Name

PAN  UCIC ID

Third Holder Name

PAN  UCIC ID

**GST Identification Number**

**Type of Account\***

☐ Body Corporate ☐ FI ☐ FII ☐ Bank ☐ Mutual Fund ☐ TRUST ☐ CM  
☐ Qualified Foreign Investor ☐ HUF ☐ Other (Please specify)

In case of Companies ☐ Companies having close family shareholdings or beneficial ownership ☐ Companies offering Foreign exchange offerings

In case of FIIs/Others (as may be applicable) ☐ Non face to face clients

RBI Approval Reference Number  Date

SEBI Registration Number (for FIIs)

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

Name

PAN Number

**Financial Details\***

Gross Annual Income Details: **NSDL** Below Rs. 20 lacs ☐ Rs. 20 lacs to Rs. 50 lacs ☐ Rs. 50 lacs to Rs. 1 crore ☐ More than Rs. 1 crore ☐  
(Income Range per annum) **CDSL** Below Rs. 1 lac ☐ Rs. 1 lac to Rs. 5 lacs ☐ Rs. 5 lac to Rs. 10 lac ☐ Rs. 10 lacs to Rs. 25 lacs ☐

Rs. 25 lacs to Rs. 1 crore ☐ More than Rs. 1 crore ☐

Net Worth Amount (₹ ) As on date

(Net worth should not be older than 1 year)

Please tick, if applicable, for any of your authorized signatories/  
Promoters/Partners/Karta/Trustees/whole time directors: ☐ Politically Exposed Person (PEP) ☐ Related to a Politically Exposed Person (PEP)

**Bank Details\*** (Mandatory for the Sole/First Demat account holder for receiving credit of Dividend/Interest)

Bank Account Type: ☐ Saving Account ☐ Current Account ☐ Other (please specify)

Bank Account No.

RTGS / NEFT / IFSC Code:

MICR Code :  (Please attach photocopy of Blank / Cancelled Cheque to verify the 9 digit MICR code (For non HDFC Bank A/C's only))

Bank Name :

Branch Address :  Branch Code

Building/Tower/Apartment/  
Palace/Chamber/Mansion/  
Street/Road/Marg/Lane/  
Avenue/Rasta

City/Town/Village

State  Pin Code (Mandatory)

Country

- 1 Name of stock exchange
- 2 Name of Clearing Corporation / Clearing House
- 3 Clearing Member ID
- 4 Trading Id (for CDSL only)
- 5 Clearing Corporation ID (For CDSL only)
- 6 SEBI registration no
- 7 Trade Name
- 8 CM-BP-ID (to be filled by participant)

We authorise you to receive credits automatically into our account. ☐ Yes ☐ No      Account to be operated through General Power of Attorney (POA) ☐ Yes ☐ No

Account to be operated through Demat Debit and Pledge Instruction (DDPI) ☐ Yes ☐ No

| Sole/First Holder |    | Second Holder |    | Third Holder |    |
|-------------------|----|---------------|----|--------------|----|
| Yes               | No | Yes           | No | Yes          | No |

**Auto Pledge Confirmation** ☐ Yes ☐ No I / We would like to share the email ID with the RTA ☐ Yes ☐ No

|  |  |  |
|--|--|--|
| <b>Mode of receiving Statement of Account* ( Tick any one)</b> | <input type="checkbox"/> Physical Form | <input type="checkbox"/> Electronic Form |
|--|--|--|

| Mode of Annual Reports, AGM notice and other communication from issuer | Physical Form | Electronic Form | Both (for CDSL only) |
|--|---------------|-----------------|----------------------|
| 1. Annual Report   |               |                 |                      |
| 2. AGM Notice  |               |                 |                      |
| 3. Other communication from issuer                                     |               |                 |                      |

|                      |  |  |
|----------------------|--|--|
| Name of HUF (A)      |  | As our HUF wishes to open an account with the HDFC Bank Limited / HDFC Securities Limited. in the name as mentioned in (A). We beg to say that the first signatory to this letter as mentioned in (B) is the KARTA of the Joint Family and other signatories are the adult Co-Parceners (C) of the said family. We further confirm that the business of the said joint family is carried on mainly by the said KARTA as also by the other signatories hereto in the interest and for the benefit of the entire body of Co-Parceners of the joint family. We all undertake that claims due to the bank from the said family shall be recoverable personally from all or any of us and also for the entire family properties of which the first signatory is the KARTA, including the share of the minor Co-Parceners. In view of the fact that ours is not a firm governed by the Indian Partnership Act of 1952. We have not got our said firm registered under the said act. We hereby undertake to inform the HDFC Bank Limited / HDFC Securities Limited of the death or birth of a Co-Parcener of any change occurring at any time in the membership of our joint family during the continuity of the account. |
| Name of KARTA (B)    |  |  |
| PAN of KARTA         |  |  |
| Contact No. of KARTA |  |  |
| Email ID of KARTA    |  |  |

| Particulars of Coparcener (C) | <input type="checkbox"/> Coparcener 1 <input type="checkbox"/> Member<br>(Mandatory)                | <input type="checkbox"/> Coparcener 2 <input type="checkbox"/> Member<br>(Mandatory)                | <input type="checkbox"/> Coparcener 3 <input type="checkbox"/> Member<br>(Mandatory)                |
|-------------------------------|---|---|---|
| Name                          | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| Gender                        | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third Gender |
| Date of Birth                 | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| Relationship with Karta       | <input type="text"/>  | <input type="text"/>  | <input type="text"/>  |
| Age                           | <input type="text"/> Yrs.   | <input type="text"/> Yrs.   | <input type="text"/> Yrs.   |

Sign & Stamp of HUF / Karta



**Terms & Conditions**

- I/We agree to discontinue the Physical Statements in case electronic form option 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 necessary steps to ensure confidentiality and secrecy of the login name and password of internet/ email Account.
- I/ We am/ are aware that the transaction statement be accessed by other entities in case the confidentiality/ secrecy of the login name and password is compromised.
- Participant or Client can terminate such arrangement by giving 10 days prior notice.

**Declaration**

The Rules and regulations of the Depository and Depository Participants pertaining to an account which are in force now have been read by us and we have understood the same and we agree to abide by and to be bound by the rules as are in force from time to time for such accounts. We hereby declare that the details furnished above are true and correct to the best of our knowledge and belief and 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, we are aware that we may be held liable for it.

I/we acknowledge the receipt of copy of the document, "Rights and Obligations of the Beneficial Owner and Depository Participant

**Debit Authorisation\***

Authorised for Debiting the Current Account & Undertaking for the Payment of Interest In case of occurrence of Debit Balances (Corporate /CM)

We, \_\_\_\_\_  
a company incorporated and registered under the laws of, its Registered Office at \_\_\_\_\_, having \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (hereinafter) referred to as the "Company" which expression small, unless it be repugnant to the Context or meaning thereof, mean and including its successors in title) maintain a Current Account (the Current Account) with HDFC Bank Limited., a Banking company incorporated and registered under the Companies Act, 1956 and having its Registered Office at HDFC Bank House, Senapati Bapat Marg, Lower Parel, Mumbai 400 013. hereinafter called "the Bank" (which expression shall unless it be repugnant to the context or meaning thereof mean and include its successors in title) at its \_\_\_\_\_ (Name and Address of the Branch) and

the Current Account No. is

The Company hereby authorise the Bank to debit all types of Bank charges / commission / fees ("Service Charges") payable by me / us to the Current Account. The Company hereby undertake that sufficient balances shall be maintained in the Current Account to facilitate the debiting of Service Charges. The failure on part of the Company to maintain sufficient balance in the Current Account shall not in any way impair the right of the Bank to debit the Service Charges. The Company hereby further authorise the bank to charge any interest on debit balance in the Current Account due to the debiting of Service Charges. The Bank shall not be obliged to provide overdraft facility on the Current Account but for towards the debiting of Service Charges payable by the company. The Company specifically agrees 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.

**Mode of Operation for Sole/First Holder\*** (In case of joint holdings, all the holders must sign. In case of HUF, Karta's signature required with HUF Stamp)

|  |  |
|--|--|
| <input type="checkbox"/> Any one singly / Karta of HUF |  |
| <input type="checkbox"/> Jointly by                    |  |
| <input type="checkbox"/> As per resolution             |  |
| <input type="checkbox"/> Others (please specify)       |  |

**Notes:**

1. In case of additional signatures, separate annexures should be attached to the application form. 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. For receiving Statement of Account in electronic form: I. Client must ensure the confidentiality of the password of the email account. II. Client must promptly inform the Participant if the email address has changed. III. Client may opt to terminate this facility by giving 10 days prior notice. Similarly, Participant may also terminate this facility by giving 10 days prior notice. 4. Strike off whichever is not applicable.

| For Branch Use   | For DPCPU USE  |                              |   |                      |   |                               |                               |   |                                |                                 |   |
|--|--|------------------------------|---|----------------------|---|-------------------------------|-------------------------------|---|--------------------------------|---------------------------------|---|
| <b>Sign verified by Branch Officer:</b><br>Name: _____<br><b>EMP Code:</b> _____<br><div style="border: 1px solid black; width: 100px; height: 40px; margin-top: 10px; display: flex; align-items: center; justify-content: center;">Signature</div> <div style="border: 1px solid black; width: 100px; height: 100px; margin-top: 10px; display: flex; align-items: center; justify-content: center; border-radius: 50%;">Branch Seal</div> | <table border="1" style="width: 100%;"> <tr> <td>Rate ID <input type="text"/></td> <td>Bk. Sys. <input type="text"/></td> <td rowspan="3" style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>RISK CATEGORY</b></td> <td>1st holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</td> </tr> <tr> <td>Group ID <input type="text"/></td> <td>Br. Code <input type="text"/></td> <td>2nd holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</td> </tr> <tr> <td>Client ID <input type="text"/></td> <td>Prod. Code <input type="text"/></td> <td>3rd holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</td> </tr> </table> | Rate ID <input type="text"/> | Bk. Sys. <input type="text"/>   | <b>RISK CATEGORY</b> | 1st holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | Group ID <input type="text"/> | Br. Code <input type="text"/> | 2nd holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | Client ID <input type="text"/> | Prod. Code <input type="text"/> | 3rd holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low |
| Rate ID <input type="text"/>   | Bk. Sys. <input type="text"/>  | <b>RISK CATEGORY</b>         | 1st holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low |                      |   |                               |                               |   |                                |                                 |   |
| Group ID <input type="text"/>  | Br. Code <input type="text"/>  |                              | 2nd holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low |                      |   |                               |                               |   |                                |                                 |   |
| Client ID <input type="text"/>   | Prod. Code <input type="text"/>  |                              | 3rd holder <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low |                      |   |                               |                               |   |                                |                                 |   |

## Fee Schedule for HDFC Bank Resident Corporate / Non-Individual Demat Accounts (NSDL & CDSL)

| Sr. No. | Fee Head   | Type                                    | Standard Program Pricing  |   |
|---------|--|---|---|---|
|         |  |   | Fees  | Min   |
| 1.      | Account Opening Charges  |   | NIL   |   |
| 2.      | Credit Transactions  | -                                       | NIL   |   |
| 3.      | Debit Transactions Equity / Debt / Mutual Funds (Market / Off Market)<br>Pledge Services (Closure / Creation / Invocation) |   | 0.04% of the value of the txn. (Max Rs 4,999/-)<br>Inclusive of NSDL / CDSL actual debit transaction charges  | Rs. 30/-<br>Inclusive of NSDL / CDSL actual debit transaction charges |
| 4.      | Margin Pledge (Creation / Invocation / Closure)  |   | Rs. 20/- per instruction  |   |
| 5.      | Dematerialisation  | Certificate + Dematerialisation Request | Rs. 5/- per Certificate + Rs. 35/- per request  | Rs.40/-   |
| 6.      | Rematerialisation  | Rematerialisation Request               | Rs.30/- per request + NSDL / CDSL actuals, Currently<br>a) Rs. 10/- for every hundred securities or part thereof; or<br>b) Flat fee of Rs. 10/- per certificate whichever is higher | Rs.40/- (min)<br>Rs.5,00,000 (max.)                                   |
| 7.      | Reissuance of Delivery Instruction Booklet (DIB)   |   | Rs.100/- per booklet  |   |
| 8.      | Courier / Postal Charges only<br>(Adhoc Statement)   | Inland Address                          | Rs.35/- per request   |   |
|         |  | Foreign Address                         | Rs.500/- per request  |   |
| 9.      | Annual Maintenance Charges   | AMC                                     | Rs 1,500/- p.a. (Rs 750/- p.a. for HUF)   |   |






### Common Clauses :

- Customers who have a banking relationship with HDFC Bank to provide a debit authorisation for the recovery of service charges.
- 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.
- 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](http://www.hdfcbank.com) >> Form Center>> Demat Tab >> GST Annexure)
- 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.
- Customers having only a Depository relationship will be required to maintain a balance of Rs 15,000/- 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 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](http://www.hdfcbank.com))
- 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.
  - Debit transaction charges are inclusive of NSDL / CDSL actuals which are ₹ 4.00 / ₹3.50 per debit instruction respectively.
  - CDSL discounts on Debit transactions are on mutual funds & bonds, a discount of ₹0.25 per debit transaction.
- 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 will be discontinued.
- Your Transaction cum Billing statement will be available on NetBanking under Demat tab by second week of every month with option to view.
- 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 with actuals levied by NSDL / CDSL as per pledge instructions.

### Authorised Signatories (Enclose a Board Resolution for Authorised Signatories. In case of HUF details of Karta to be given)

#### Acknowledgment / Consent For Additional Rights & Obligations

- I acknowledge and declare that I have received, read, understood and agree to the contents of :
  - Rights and obligations of beneficial owner and Depository participant as prescribed by SEBI and Depositories;
  - Demat Standard tariff sheet
  - Debit Authorisation and Declaration
  - Financial Details
  - FATCA Declaration

| Sole/First Holder              | Name | Signature(s)  |
|--------------------------------|------|---|
| First Signatory / Karta of HUF |      |  |
| Second Signatory               |      |  |
| Third Signatory                |      |  |
| <b>Other Holders</b>           |      |   |
| Second Holder                  |      |  |
| Third Holder                   |      |  |

## UDN

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

☐ Yes (If Yes, please fill Annexure 1) ☐ No

### 1 Including a Foreign Financial Institution

Date: D D M M Y Y Y Y Place:

## Date:

## FATCA : Annexure – 1

(This Annexure is in continuation to the “Extended Declaration for Entities” and is required to be filled based on responses in the main form)

### PART A: Details required from all customers filling Annexure 1

#### Name of Entity

6. a) Identification Number (please provide any one) {Mandatory}

Select ID Type ☐ CIN ☐ Global Entity Identification Number ☐ TIN ☐ Other \_\_\_\_\_

Provide the ID Number for above

b) Identification Number issuing country

#### Address and Contact Details (Mandatory)

7. Address for tax purpose: ☐ Same as registered Add ☐ Same as mailing Add

8. Address type for the above ☐ Residential or business ☐ Residential ☐ Business ☐ Registered Office

### PART B: To be filled as applicable

9. Details of foreign tax residency and associated TIN (please fill if answer to Q.4(a) or Q.4(b) is YES):

| Country/(ies) of tax residency | Tax Identification Number% | Identification Type (TIN or Other%, please specify) |
|--------------------------------|----------------------------|---|
|                                |                            |   |
|                                |                            |   |
|                                |                            |   |

In case Tax Identification Number is not available, kindly provide functional equivalent<sup>2</sup>

10. Is the entity a specified U.S. Person (please fill if answer to Q.4(b) is YES) ☐ Yes ☐ No (If No, please mention entity's exemption code<sup>3</sup>: \_\_\_\_\_)

11. Entity FATCA classification and other details (Mandatory)

#### 11(A) - (to be filled by Financial Institutions or Direct Reporting NFEs)\* - please fill if answer to Q.5(b) is YES

|  |  |  |
|--|--|--|
| <input type="checkbox"/> We are a:<br>Financial institution <sup>4</sup><br>OR<br>Direct reporting NFE <sup>5</sup><br>(please tick as appropriate)<br><br><input type="checkbox"/> *If the entity is a Financial Institution and located outside India, please fill 11(B) | GIIN: _____<br><br>Note: If you do not have a GIIN but you are sponsored by another entity, please provide your sponsor's GIIN above and indicate your sponsor's name below:<br><br>Name of sponsoring entity: _____ | GIIN not available (please tick as applicable):<br><br>Following options available only for Financial Institutions:<br><input type="checkbox"/> Applied for<br><input type="checkbox"/> Not required to apply for (Please specify sub-category _____)<br><input type="checkbox"/> Not obtained |
|--|--|--|

#### 11(B) - (to be filled by Financial Institution that is a tax resident outside India) (Mandatory)

|    |   |  |
|----|---|--|
| 1. | Whether the Financial Institution is located in a CRS jurisdiction?<br>(Please refer to the list of signatories to CRS given in the following link<br><a href="http://www.oecd.org/tax/automatic-exchange/international-framework-for-the-crs/">http://www.oecd.org/tax/automatic-exchange/international-framework-for-the-crs/</a> )<br>(If Yes, Q 2 and Q3 are not required. If No, please go to Qs. 2) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | Whether FI is an 'Investment Entity'?<br>(Please refer definition 1 (iii) of Part C of the FATCA-CRS declaration)<br>(If yes, please go to Qs. 3)   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | The entity is managed by another entity that is a depository institution, a custodial institution, a specified insurance company, or an investment entity and the gross income of the entity is primarily attributable <sup>7</sup> to investing, reinvesting, or trading in financial assets. (If Yes, please additionally fill Annexure 2)  | <input type="checkbox"/> Yes <input type="checkbox"/> No |

#### 11© - (please fill ANY ONE as appropriate; to be filled by NFEs other than Direct Reporting NFEs) - please fill if answer to Q.5(d) is YES

|    |   |  |   |
|----|---|--|---|
| C1 | Is the Entity an active NFE <sup>8</sup>                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Please specify the sub-category of Active NFE: _____<br>(Mention code – refer 2c of Part C) |
| C2 | Is the Entity a passive NFE <sup>9</sup> (If Yes, please fill Annexure 2) | <input type="checkbox"/> Yes <input type="checkbox"/> No |   |

7 Entity's gross income attributable to the relevant activities equals or exceeds 50 percent of the entity's gross income during the shorter of:  
(i) the three-year period ending on 31 March of the year preceding the year in which the determination is made; or  
(ii) the period during which the entity has been in existence.

8 Refer 2c of Part C

9 Refer 3(ii) of Part C

|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 1  | Name of the controlling person (mandatory)   |  |  |  |  |
| 2  | Entity Type (mandatory)  | <input type="checkbox"/> Pub/Pvt Co. <input type="checkbox"/> LLP <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Society <input type="checkbox"/> Club <input type="checkbox"/> HUF<br><input type="checkbox"/> Bank <input type="checkbox"/> Insurance <input type="checkbox"/> SHG <input type="checkbox"/> Foreign Bodies <input type="checkbox"/> NGO <input type="checkbox"/> Mutual Fund <input type="checkbox"/> Government  |  |  |  |
| 3  | Controlling person type code (mandatory)   |  |  |  |  |
| 4  | Date of birth (mandatory)  |  |  |  |  |
| 5  | PAN (mandatory)  |  |  |  |  |
| 6  | Customer ID (if available)   |  |  |  |  |
| 7  | Percentage of ownership/capital/profits (mandatory)  |  |  |  |  |
| 8  | Place / City of Birth (mandatory)  |  |  |  |  |
| 9  | Country of Birth (mandatory)   |  |  |  |  |
| 10 | Gender (mandatory)   | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third Gender  |  | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Third Gender  |  |
| 11 | Marital Status (mandatory)   | <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others  |  | <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Others  |  |
| 12 | Father's name (mandatory)  |  |  |  |  |
| 13 | Nationality (Please specify country) (mandatory)   |  |  |  |  |
| 14 | Adhaar No (Optional)   |  |  |  |  |
| 15 | Mother's Name (optional)   |  |  |  |  |
| 16 | Maiden Name (if any)   |  |  |  |  |
| 17 | Country of tax residence* (Mandatory)  |  |  |  |  |
| 18 | Tax identification number (or functional equivalent of country other than India) %                               |  |  |  |  |
| 19 | Tax identification number type (for country other than India)  |  |  |  |  |
| 20 | Address (Mandatory)  |  |  |  |  |
|    | Address - City (Mandatory)   |  |  |  |  |
|    | Address - State (Mandatory)  |  |  |  |  |
|    | Address - Country (Mandatory)  |  |  |  |  |
|    | Address - Pin Code (Mandatory)   |  |  |  |  |
| 21 | Address Type for above (Mandatory)   | <input type="checkbox"/> Residential / Business <input type="checkbox"/> Residential<br><input type="checkbox"/> Business <input type="checkbox"/> Registered Office   |  | <input type="checkbox"/> Residential / Business <input type="checkbox"/> Residential<br><input type="checkbox"/> Business <input type="checkbox"/> Registered Office   |  |
| 22 | Mobile Number (Mandatory)  |  |  |  |  |
| 23 | Telephone Number (with ISD & STD code)   |  |  |  |  |
| 24 | Occupation Type (Mandatory)  | <input type="checkbox"/> S - Service Provider <input type="checkbox"/> O - Others<br><input type="checkbox"/> B-Business <input type="checkbox"/> X - Not Categorized  |  | <input type="checkbox"/> S - Service Provider <input type="checkbox"/> O - Others<br><input type="checkbox"/> B-Business <input type="checkbox"/> X - Not Categorized  |  |
| 25 | Proof of Identity@ (Mandatory)<br>(Tick relevant and mention the details)  | <input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID No.<br><input type="checkbox"/> Driving License No. <input type="checkbox"/> Aadhaar No.<br><input type="checkbox"/> NREGA Job Card No. <input type="checkbox"/> Any other Government<br>Issued Doc <input type="text"/> Expiry Date <input type="text"/><br>Mention ID no <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |  | <input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID No.<br><input type="checkbox"/> Driving License No. <input type="checkbox"/> Aadhaar No.<br><input type="checkbox"/> NREGA Job Card No. <input type="checkbox"/> Any other Government<br>Issued Doc <input type="text"/> Expiry Date <input type="text"/><br>Mention ID no <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |  |
| 26 | Proof of Address (Mandatory)<br>(attach self attested proof) (any one)<br>(Please select any one Address proof ) | <input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID No.<br><input type="checkbox"/> Driving License No. <input type="checkbox"/> Aadhaar No.<br><input type="checkbox"/> NREGA Job Card No. <input type="checkbox"/> Any other Government<br>Issued Doc <input type="text"/>   |  | <input type="checkbox"/> Passport No. <input type="checkbox"/> Voter ID No.<br><input type="checkbox"/> Driving License No. <input type="checkbox"/> Aadhaar No.<br><input type="checkbox"/> NREGA Job Card No. <input type="checkbox"/> Any other Government<br>Issued Doc <input type="text"/>   |  |
| 27 | Spouse's name (Optional)   |  |  |  |  |

\*To include US, where controlling person is a US citizen or green card holder. Please provide ALL the countries of tax residency and corresponding TINs.

%In case Tax Identification Number is not available, kindly provide functional equivalent @ Permissible values are:

- Passport – (With expiry date)
- Election ID card
- Driving License– (With Expiry Date)
- PAN Card
- UIDAI Letter
- NREGA Job card
- Others

Name of Director/Partner/Member/Trustee

S5

(Signature & seal of any of the Directors/Partners/Members/Trustees)

- 1 **Financial Institution (FI)** - The term FI means any financial institution that is a Depository Institution, Custodial Institution, Investment Entity or Specified Insurance company, as defined.
- i. **Depository institution:** is an entity that accepts deposits in the ordinary course of banking or similar business.
  - ii. **Custodial institution** is an entity that holds as a substantial portion of its business, holds financial assets for the account of others and where its income attributable to holding financial assets and related financial services equals or exceeds 20 percent of the entity's gross income during the shorter of
    - a. The three financial years preceding the year in which determination is made; or
    - b. The period during which the entity has been in existence, whichever is less.
  - iii. **Investment entity is any entity:**
    - a. That primarily conducts a business or operates for or on behalf of a customer for any of the following activities or operations for or on behalf of a customer
      - i. Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading; or
      - ii. Individual and collective portfolio management; or
      - iii. Investing, administering or managing funds, money or financial asset or money on behalf of other persons ;
    - or**
    - b. The gross income of which is primarily attributable to investing, reinvesting, or trading in financial assets, if the entity is managed by another entity that is a depository institution, a custodial institution, a specified insurance company, or an investment entity described above. An entity is treated as primarily conducting as a business one or more of the 3 activities described above, or an entity's gross income is primarily attributable to investing, reinvesting, or trading in financial assets of the entity's gross income attributable to the relevant activities equals or exceeds 50 percent of the entity's gross income during the shorter of:
      - i. the three-year period ending on 31 March of the year preceding the year in which the determination is made; or
      - ii. the period during which the entity has been in existence.
- The term "Investment Entity" does not include an entity that is an active non-financial entity as per codes 03, 04, 05 and 06 - refer point 2c. )
- In case the entity confirms it is an FI and a tax resident outside India, an additional CRS declaration will need to be filled. Refer Annexure A
- iv. **Specified Insurance Company:** Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract.

**IA FIS not required to apply for GIIN:**

| Code | Sub-Category  |
|------|---|
| 01   | Governmental Entity, International Organization or Central Bank   |
| 02   | Treaty Qualified Retirement Fund; a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; or a Pension Fund of a Governmental Entity, International Organization or Central Bank |
| 03   | Non-public fund of the armed forces, an employees' state insurance fund, a gratuity fund or a provident fund  |
| 04   | Entity is an Indian FI solely because it is an investment entity  |
| 05   | Qualified credit card issuer  |
| 06   | Investment Advisors, Investment Managers & Executing Brokers  |
| 07   | Exempt collective investment vehicle  |
| 08   | Indian trust where the trustee is a reporting FI  |
| 09   | FI with a local client base   |
| 10   | Non-registering local banks   |
| 11   | FFI with only Low-Value Accounts  |
| 12   | Sponsored investment entity and controlled foreign corporation  |
| 13   | Sponsored, Closely Held Investment Vehicle  |
| 14   | Owner Documented FFI (if you select this category, please provide Owner Reporting Statement or an Auditor's Letter with required details as mentioned in Form W8 BEN E)                                 |

**2 Non-financial entity (NFE) – Any entity that is not a financial institution**

Types of NFEs that are regarded as excluded NFE are:

| <p>a.. Publicly traded company (listed company)</p> <p>A company is publicly traded if its stock are regularly traded on one or more established securities markets (Established securities market means an exchange that is officially recognized and supervised by a governmental authority in which the securities market is located and that has a meaningful annual value of shares traded on the exchange)</p> <p>b. Related entity of a publicly traded company</p> <p>The NFE is a related entity of an entity of which is regularly traded on an established securities market;</p> <p>c. Active NFE : (is any one of the following):</p> |   |
|--|---|
| Code   | Sub-Category  |
| 01   | Less than 50 percent of the NFE's gross income for the preceding financial year is passive income and less than 50 percent of the assets held by the NFE during the preceding financial year are assets that produce or are held for the production of passive income;  |
| 02   | The NFE is a Governmental Entity, an International Organization, a Central Bank , or an entity wholly owned by one or more of the foregoing;  |
| 03   | Substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an entity shall not qualify for this status if the entity functions as an investment fund, such as a private equity fund, venture capital fund, leveraged buyout fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes; |



| Code | Sub-Category   |
|------|--|
| 04   | The NFE is not yet operating a business and has no prior operating history, but is investing capital into assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE shall not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFE;  |
| 05   | The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution;  |
| 06   | The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;   |
| 07   | <p><b>Any NFE that fulfills all of the following requirements:</b></p> <p>It is established and operated in India exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in India and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare;</p> <p>It is exempt from income tax in India;</p> <p>It has no shareholders or members who have a proprietary or beneficial interest in its income or assets;</p> <p>The applicable laws of the NFE's country or territory of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property which the NFE has purchased; and</p> <p>The applicable laws of the NFE's country or territory of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organization, or escheat to the government of the NFE's country or territory of residence or any political subdivision thereof.</p> <p>Explanation.- For the purpose of this sub-clause, the following shall be treated as fulfilling the criteria provided in the said sub-clause, namely:-</p> <p>(I) an Investor Protection Fund referred to in clause (23EA);</p> <p>(II) a Credit Guarantee Fund Trust for Small Industries referred to in clause 23EB; and</p> <p>(III) an Investor Protection Fund referred to in clause (23EC), of section 10 of the Act;</p> |

### 3 Other Definitions

|   |
|---|
| <p>(i) Related entity</p> <p>An entity is a 'related entity' of another entity if either entity controls the other entity, or the two entities are under common control For this purpose, control includes direct or indirect ownership of more than 50% of the votes and value in an entity.</p>   |
| <p>(ii) Passive NFE</p> <p>The term passive NFE means</p> <p>(a) any non-financial entity which is not an active non-financial entity including a publicly traded corporation or related entity of a publicly traded company; or</p> <p>(b) an investment entity defined in clause 1 (iii)(b) of these instructions which is not located in any of the jurisdictions specified by the Central Board of Direct Taxes in this behalf.</p> <p>(c) not a withholding foreign partnership or withholding foreign trust;</p> <p>(Note: Foreign persons having controlling interest in a passive NFE are liable to be reported for tax information compliance purposes)</p>  |
| <p>(iii) Passive income</p> <p>The term passive income includes income by way of :</p> <p>(1) Dividends,</p> <p>(2) Interest</p> <p>(3) Income equivalent to interest,</p> <p>(4) Rents and royalties, other than rents and royalties derived in the active conduct of a business conducted, at least in part, by employees of the NFE</p> <p>(5) Annuities</p> <p>(6) The excess of gains over losses from the sale or exchange of financial assets that gives rise to passive income</p> <p>(7) The excess of gains over losses from transactions (including futures, forwards, options and similar transactions) in any financial assets,</p> <p>(8) The excess of foreign currency gains over foreign currency losses</p> <p>(9) Net income from swaps</p> <p>(10) Amounts received under cash value insurance contracts But passive income will not include, in case of a non-financial entity that regularly acts as a dealer in financial assets, any income from any transaction entered into in the ordinary course of such dealer's business as such a dealer.</p>  |
| <p>(iv) Controlling persons</p> <p>Controlling persons are natural persons who exercise control over an entity and includes a beneficial owner under sub-rule (3) of rule 9 of the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005. In the case of a trust, the controlling person means the settlor, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust. In the case of a legal arrangement other than a trust, controlling person means persons in equivalent or similar positions.</p> <p>Pursuant to guidelines on identification of Beneficial Ownership issued vide RBI circular no. DBOD.AML.BC. No.71/14.01.001/2012-13 dated January 18, 2013, persons (other than Individuals) are required to provide details of Beneficial Owner(s) ('BO'). Accordingly, the Beneficial Owner means 'Natural Person', who, whether acting alone or together, or through one or more juridical person, exercises control through ownership or who ultimately has a controlling ownership interest of / entitlements to:</p> <p>i. More than 10% of shares or capital or profits of the juridical person, where the juridical person is a company;</p> <p>ii. More than 10% of the capital or profits of the juridical person, where the juridical person is a partnership; or</p> <p>iii. More than 15% of the property or capital or profits of the juridical person, where the juridical person is an unincorporated association or body of individuals.</p> <p>iv. Where the client is a trust, the financial institution shall identify the beneficial owners of the client and take reasonable measures to verify the identity of such persons, through the identity of the Author/Settlor/Grantor of the trust and the trustee, and the beneficiaries with 10% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.</p> <p>Where the client is a trust, the financial institution shall identify the beneficial owners of the client and take reasonable measures to verify the identity of such persons, through the identity of the Author/Settlor/Grantor of the trust and the trustee, and the beneficiaries with 10% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.</p> |

Note -Where no natural person is identified is the relevant natural person who holds the position of senior managing official

| Type of Legal Entity           | Controlling Person Type     | Controlling Person Type Code | Permissible Values / Details                    |
|--------------------------------|-----------------------------|------------------------------|---|
| Partnership Firms / LLP        | Owners / (Partners)         | C01                          | C01 CP of legal person-ownership                |
|                                | Senior Managing officials   | C03                          | C03 CP of legal person-senior managing official |
| Pvt Ltd / Public Ltd Companies | Owners/ Directors           | C01                          | C01 CP of legal person-ownership                |
|                                | Senior Managing officials   | C03                          | C03 CP of legal person-senior managing official |
| Society                        | Members / Committee members | C01                          | C01 CP of legal person-ownership                |
|                                | Senior Managing officials   | C03                          | C03 CP of legal person-senior managing official |
| Association of Person          | Owners (Members)            | C01                          | C01 CP of legal person-ownership                |
|                                | Others                      | C03                          | C03 CP of legal person-senior managing official |
| Trust                          | Trustee                     | C05                          | C05 CP of legal arrangement--trust-trustee      |
|                                | Beneficiaries               | C07                          | C07 CP of legal arrangement--trust-beneficiary  |
|                                | Settler                     | C04                          | C04 CP of legal arrangement-trust-settlor       |
|                                | Others                      | C08                          | C08 CP of legal arrangement--trust-other        |
| Company Us 8/25                | Owners/ Directors           | C01                          | C01 CP of legal person-ownership                |
|                                | Senior Managing officials   | C03                          | C03 CP of legal person-senior managing official |

#### A. Controlling Person Type:

| Code | Sub-category   |
|------|--|
| C01  | CP of legal person-ownership                         |
| C02  | CP of legal person-other means                       |
| C03  | CP of legal person-senior managing official          |
| C04  | CP of legal arrangement-trust-settlor                |
| C05  | CP of legal arrangement--trust-trustee               |
| C06  | CP of legal arrangement--trust-protector             |
| C07  | CP of legal arrangement--trust-beneficiary           |
| C08  | CP of legal arrangement--trust-other                 |
| C09  | CP of legal arrangement—Other-settlor equivalent     |
| C10  | CP of legal arrangement—Other-trustee equivalent     |
| C11  | CP of legal arrangement—Other-protector equivalent   |
| C12  | CP of legal arrangement—Other-beneficiary equivalent |
| C13  | CP of legal arrangement—Other-other equivalent       |
| C14  | Unknown  |

(v) Specified U.S. person— A U.S. person other than the following:

- (a) a corporation the stock of which is regularly traded on one or more established securities markets;
- (b) any corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U.S. Internal Revenue Code, as a corporation described in clause (i);
- (c) the United States or any wholly owned agency or instrumentality thereof;
- (d) any State of the United States, any U.S. Territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing;
- (e) any organization exempt from taxation under section 501(a) of the U.S. Internal Revenue Code or an individual retirement plan as defined in section 7701(a)(37) of the U.S. Internal Revenue Code;
- (f) any bank as defined in section 581 of the U.S. Internal Revenue Code;
- (g) any real estate investment trust as defined in section 856 of the U.S. Internal Revenue Code;
- (h) any regulated investment company as defined in section 851 of the U.S. Internal Revenue Code or any entity registered with the U.S. Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. 80a-64);
- (i) any common trust fund as defined in section 584(a) of the U.S. Internal Revenue Code;
- (j) any trust that is exempt from tax under section 664© of the U.S. Internal Revenue Code or that is described in section 4947(a)(1) of the U.S. Internal Revenue Code;
- (k) a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State;
- (l) a broker as defined in section 6045© of the U.S. Internal Revenue Code; or
- (m) any tax-exempt trust under a plan that is described in section 403(b) or section 457(g) of the U.S. Internal Revenue Code.

(vi) Owner documented FFI

An FFI meets the following requirements:

- (A) The FFI is an FFI solely because it is an investment entity;
- (B) The FFI is not owned by or related to any FFI that is a depository institution, custodial institution, or specified insurance company;
- (C) The FFI does not maintain a financial account for any nonparticipating FFI;
- (D) The FFI provides the designated withholding agent with all of the documentation and agrees to notify the withholding agent if there is a change in circumstances; and
- (E) The designated withholding agent agrees to report to the IRS (or, in the case of a reporting Model 1 FFI, to the relevant foreign government or agency thereof) all of the information described in or (as appropriate) with respect to any specified U.S. persons and (2). Notwithstanding the previous sentence, the designated withholding agent is not required to report information with respect to an indirect owner of the FFI that holds its interest through a participating FFI, a deemed-compliant FFI (other than an owner-documented FFI), an entity that is a U.S. person, an exempt beneficial owner, or an excepted NFE.

(vii) Direct reporting NFE

A direct reporting NFE means a NFE that elects to report information about its direct or indirect substantial U.S. owners to the IRS



**(viii) Exemption code for U.S. persons**

| Code | Sub-Category  |
|------|---|
| A    | An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)  |
| B    | The United States or any of its agencies or instrumentalities   |
| C    | A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities   |
| D    | A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)  |
| E    | A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)   |
| F    | A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state |
| G    | A real estate investment trust  |
| H    | A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940  |
| I    | A common trust fund as defined in section 584(a)  |
| J    | A bank as defined in section 581  |
| K    | A broker  |
| L    | A trust exempt from tax under section 664 or described in section 4947(a)(1)  |
| M    | A tax exempt trust under a section 403(b) plan or section 457(g) plan   |

| Sr No | IMPORTANT POINT FOR DEMAT ACCOUNT OPENING  |
|-------|--|
| 1     | Pvt Ltd / LLP / Foreign body corporate account can only be opened in the name of Entity  |
| 2     | Annexure-I required on company letter head   |
| 3     | For ID & Address proof Official Valid Document ( OVD ) proof is mandatory i.e - Aadhar card, Driving License, Voter ID card, Passport copy, Job card issued by NREGA etc   |
| 4     | Original seen and verified stamp to be affixed on the copies of all supporting documents. The Bank staff need to affix his/her full signature and mention his/her name and employee code.  |
| 5     | Branch code, Branch name, LG code, LC code Branch Inward date & BDA certification should furnish on covering page of AOF.  |
| 6     | Board resolution should not be more than six months old.   |
| 7     | Board resolution should be signed by minimum Two Directors/ MD/CS.   |
| 8     | E-Aadhaar copy should be latest downloaded from UIDAI site, with digitally validated i.e. Green tick ✓ should be available instead of Question mark ?  |
| 9     | Digital signature should be validated on e-PAN card & e-Aadhar card copy   |
| 10    | Latest share holding pattern require ( should not more than 6 months old )   |
| 11    | If Individual UBO is not identified then Senior Managing official details require in Section - I on annexure I and FATCA annexure 2  |
| 12    | First eight digit of Aadhar number on Aadhar copy should be redacted / Blacked Out   |
| 13    | In case of partnership firm, Demat account will be opened in the name upto three partner (s).  |
| 14    | Use Non-Individual AOF for opening Partnership firm & HUF Account  |
| 15    | Mode of operation should be jointly by all if account is being opened in more than one Partner and Joint certification require on through out AOF & all supporting documents.  |
| 16    | HUF declaration to be filled in case HUF account only.   |
| 17    | In case Un-registered Trust, Demat account will be opened in the name upto three trustees  |
| 18    | Appointment letter or Supplementary trust Deed is required as per the rules and regulations in the TRUST DEED, in case if names of trustees are not reflecting in the TRUST DEED.  |
| 19    | For Un-registered Trust , Declaration from all the trustees required stating that only securities belonging to the Trust will be held / transacted in this Account ( Part of Trust resolution )  |
| 20    | In case Registered Trust, Demat account will be opened in the name of Trust  |
| 21    | For Registered Trust - Certified true copy of Registration certificate issued by Statutory authorities under the provisions of the The Indian Societies Registration Act, 1860 or under the provisions of a state Act such as Bombay Public Trust Act, 1950 or the relevant State Public Trust Act. If certificate under above mentioned Act is not available, a certificate obtained by the client as per Section 12AA of Income Tax Act, 1961 need to be obtained along with certified copy of the latest income tax returns filled by the trust |
| 22    | For Registered Society - Certified true copy of Certificate of Registration issued by the authority under provisions of The Indian Society Registration Act, 1860 is required  |
| 23    | For foreign body corporate account - Indian Bank account (INR) cannot be linked for dividend purpose unless there is specific RBI approval   |
| 24    | PROVIDENT FUND / GRATUITY FUND / SUPER ANNUATION FUND (i.e. Terminal Benefits Funds) - Certified true copy of Certificate of Recognition certificate issued by Income Tax authorities or Regional Provident Fund Commissioner is required  |
| 25    | For co-operative society - Certified true copy of Certificate of Registration issued by the authority under provisions of The Indian Societies Registration Act, 1860 is required  |
| 26    | AOF and supporting documents to be signed under the Rubber seal of the Company   |
| 27    | DIN numbers of wholetime directors / two directors in charge of day to day operations is require   |

[illegible]

Client ID

|      |   |   |   |   |   |   |   |   |
|------|---|---|---|---|---|---|---|---|
| Date | D | D | M | M | Y | Y | Y | Y |
|------|---|---|---|---|---|---|---|---|

**Customer Identification No. Cust ID:**

(Cust ID should be provided for the Sole / 1st Holder of the Demat Account)

I / We the account holders of the above Demat Account would like to register for the following facilities offered by HDFC Bank Ltd.

| No. | FACILITY                               | CONSENT |
|-----|--|---------|
| 1.  | Net Banking                            | YES     |
| 2.  | View Demat Account through Net Banking | YES     |

I / We have read and understood the terms and conditions detailed below. I / We accept and agree to be bound by the said terms and conditions and to any changes made therein from time to time. These facilities would be given to the first holder.

|                   | NAME | SIGNATURE  |
|-------------------|------|--|
| Sole / 1st Holder |      | <div>S6</div> <div>(Signature of 1st Holder)</div> |
| 2nd Holder        |      | <div></div> <div>(Signature of 2nd Holder)</div>   |
| 3rd Holder        |      | <div></div> <div>(Signature of 3rd Holder)</div>   |

**DECLARATION:**

- I have read and understood the Terms and Conditions (a copy of which I am in possession of) relating to opening of an account and various services including but not limited to NetBanking.
- I accept and agree to be bound by the said Terms and Conditions. I understand that I would be registered for NetBanking, in case I am not already registered for it. I agree that the Bank may debit my account for service charges as applicable from time to time.

### Terms & Conditions:

## NSDL

- I/ We confirm that necessary steps will be taken to ensure confidentiality and secrecy of the login name and password.
- I am/ We are aware that the transaction statement may be accessed by other entities in case the confidentiality / secrecy of the login name and password is compromised.
- I/ We agree to immediately inform HDFC Bank Limited about change in email address, if any.
- I am/ We are aware that I/We will not receive Transaction Statement in paper form.
- I/ We reserve my/our right to receive the physical copy of statement of accounts despite receiving the same in electronic mode, if such a demand is made in writing on you.
- I/ We and HDFC Bank Limited shall have the right to terminate this agreement after giving a notice of atleast 10 days to the other party. The above terms and condition are in addition to and not in contravention of the terms and conditions forming a part of the "AGREEMENT BETWEEN THE PARTICIPANT AND THE PERSON SEEKING TO OPEN AN ACCOUNT WITH THE PARTICIPANT" signed by the client at the time opening the account with the Depository.

## CDSL

- Pursuant to the amendment in Clause 3 of the agreement (Annexure C to the Bye Laws of CDSL), I/ We confirm having opted to receive the statement of accounts pertaining to the above mentioned BO account in electronic mode in lieu of physical copy of the statement of account.
- I/ We confirm that the dispatch of statement of account to me/us at the following email address shall constitute full and absolute discharge of your obligation under the above agreement to provide me/us with statement of my/our BO account. But, I/we reserve my/our right to receive the physical copy of statement of accounts despite receiving the same in electronic mode, if such a demand is made in writing on you.
- I/ We confirm that any change in the aforesaid email address or any other instructions with regard to dispatch/ service of my/our statement of account on me/us shall not be binding upon you unless you are intimated in writing by me/us by acknowledged delivery.

### General Instructions:

- The IPIN (Net Banking password) will be mailed to you at your recorded mailing address within the Bank. The same may be used to access the Net Banking facility. Password will not be regenerated, incase you are already registered for NetBanking
- The DP @ Net facility is available only to the clients who have already registered for NET BANKING facility for their Bank account with HDFC Bank Ltd. The client should be the Sole / 1st holder of the above mentioned Demat Account.
- No separate User ID and password is required for availing the DP @ Net facility offered by HDFC Bank Ltd. The facilities offered through

## Features

DP @ Net includes:

- a) View holding statement with valuations as per previous day's closing price,
  - b) View 6 month's transaction statement,
  - c) View status of Demat requests,
  - d) View settlement calendar, etc.
- Email statements would be sent only to the Sole / 1st Holder of the above mentioned Demat Account

(On Letter Head of the NPO entity)  
**Self – Declaration of Non-Profit Organisation**

To, HDFC Bank Ltd, HDFC Securities Ltd  
(Address) (Address)

Dear Sir/Madam,

We hereby confirm that we have registered our Entity \_\_\_\_\_ on the DARPAN Portal of NITI Aayog.

DARPAN ID: \_\_\_\_\_ dated \_\_\_\_\_.

Registration number \_\_\_\_\_

Enclosure Attached: Registration Certificate/Screenshot

In case there is a change in the status of the Entity from existing Non -Profit Organisation (NPO), we will intimate HDFC Bank Ltd & HDFC Securities Ltd and provide the requisite details.

OR

We hereby confirm that entity \_\_\_\_\_ is not a non-profit organisation as  
and we are not required to register on Darpan portal.

For \_\_\_\_\_  
(Name of the Trust / Association / Society / Club / Other Organisation)

Authorised Signatories  
(Rubber Stamp/Seal & Signature)

(Signature)  
Authorised Signatory's

[illegible]

Name:

Designation:

**Note:**  
Non-Profit Organisations (NPO) means any entity or organisation, constituted for religious or charitable purposes referred to in clause (15) of section 2 of the Income-tax Act, 1961 (43 of 1961), that is registered as a trust or a society under the Societies Registration Act, 1860 or any similar State legislation or a company registered under Section 8 of the Companies Act, 2013 (18 of 2013)

## 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, 2018, 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, 2018 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.

13. The stock broker / stock broker and depository participant shall not directly / indirectly compel the clients to execute Power of Attorney (PoA) or Demat Debit and Pledge Instruction (DDPI) or deny services to the client if the client refuses to execute PoA or DDPI

**Statement of account**

14. 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.

15. 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.

16. 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.

17. 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**

18. 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.

19. 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**

20. 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.

21. 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**

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

- 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.
- 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**

23. 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.

24. 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.

25. The Joint holders are aware that in case of any Statutory Order for freezing any one joint holder, the demat account will be frozen and the other joint holders will have to obtain a specific Order for unfreezing their percentage of joint ownership by submitting the relevant documentary proof to the Order issuing authority.

**Redressal of Investor grievance**

26. 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**

27. 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**

28. 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.

29. 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.

30. 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.

31. 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

32. 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.

33. 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.

# Fee Schedule for HDFC Bank Resident Corporate / Non-Individual Demat Accounts (NSDL & CDSL)

| Sr. No. | Fee Head   | Type                                    | Standard Program Pricing  |   |
|---------|--|---|---|---|
|         |  |   | Fees  | Min   |
| 1.      | Account Opening Charges  |   | NIL   |   |
| 2.      | Credit Transactions  | -                                       | NIL   |   |
| 3.      | Debit Transactions Equity / Debt / Mutual Funds (Market / Off Market)<br>Pledge Services (Closure / Creation / Invocation) |   | 0.04% of the value of the txn. (Max Rs 4,999/-)<br>Inclusive of NSDL / CDSL actual debit transaction charges  | Rs. 30/-<br>Inclusive of NSDL / CDSL actual debit transaction charges |
| 4.      | Margin Pledge (Creation / Invocation / Closure)  |   | Rs. 20/- per instruction  |   |
| 5.      | Dematerialisation  | Certificate + Dematerialisation Request | Rs. 5/- per Certificate + Rs. 35/- per request  | Rs.40/-   |
| 6.      | Rematerialisation  | Rematerialisation Request               | Rs.30/- per request + NSDL / CDSL actuals, Currently<br>a) Rs. 10/- for every hundred securities or part thereof; or<br>b) Flat fee of Rs. 10/- per certificate whichever is higher | Rs.40/- (min)<br>Rs.5,00,000 (max.)                                   |
| 7.      | Reissuance of Delivery Instruction Booklet (DIB)   |   | Rs.100/- per booklet  |   |
| 8.      | Courier / Postal Charges only (Adhoc Statement)  | Inland Address                          | Rs.35/- per request   |   |
|         |  | Foreign Address                         | Rs.500/- per request  |   |
| 9.      | Annual Maintenance Charges   | AMC                                     | Rs 1,500/- p.a. (Rs 750/- p.a. for HUF)   |   |

## Common Clauses :

- Customers who have a banking relationship with HDFC Bank to provide a debit authorisation for the recovery of service charges.
- 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.
- 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](http://www.hdfcbank.com) >> Form Center >> Demat Tab >> GST Annexure)
- 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.
- Customers having only a Depository relationship will be required to maintain a balance of Rs 15,000/- 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 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](http://www.hdfcbank.com))
- 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.
  - Debit transaction charges are inclusive of NSDL / CDSL actuals which are ₹ 4.00 / ₹3.50 per debit instruction respectively.
  - CDSL discounts on Debit transactions are on mutual funds & bonds, a discount of ₹0.25 per debit transaction.
- 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 will be discontinued.
- Your Transaction cum Billing statement will be available on NetBanking under Demat tab by second week of every month with option to view.
- 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 with actuals levied by NSDL / CDSL as per pledge instructions.

## Authorised Signatories (Enclose a Board Resolution for Authorised Signatories)



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.

☐ NSDL ☐ CDSL

## ACKNOWLEDGMENT

Received the application from M/s \_\_\_\_\_ 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 (CM-BP-ID in case of Clearing Members) in all your future correspondence.

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

Participant Stamp & Signature