Investment Services Account –Transmission of Units

Date: ______________

Sub: Transmission of units & Change of Alt folio number

This has reference to death of the 1st holder Mr / Mrs _____________________________ (Name) in the Mutual fund account number (Alt folio number__________________ held with HDFC Bank Ltd.

I hereby request the AMC/s to

1) Process the transmission request on account of death of the 1st holder and transfer the available units to myself _________________________________(Claimant Name)

2) Update the New alt folio as _________________ (ISA Number of claimant) under HDFC Bank folio.

3) Update the new bank account number___________________ of claimant.

4) Change of Tax status from ____________ (of deceased) to __________________(of claimant) if applicable.
5) Consolidate the folio numbers where ever applicable as provided by HDFC Bank

Post transmission, update the below details in the new Alt folio of the Claimant: ___________________

a. EMAIL ID :____
b. RESIDENT CONTACT NUMBER:________________________
c. OFFICE CONTACT NUMBER :__________________________
d. MOBILE NUMBER :_________________________________
e. NOMINEE UPDATION : Separate request to be provided (if applicable)

Claimant's Signature

Claimants Name

Signature verified by RM: Y N

Advisor Sign ________________ Advisor Name _____________ Advisor Employee Code__________________

Note—Basis the different case scenarios, the supporting documents vary from AMC to AMC.

Basic documentation requirement.

1. Letter from claimant to the Fund / AMC / RTA requesting for transmission and transferring the holdings from deceased ISA to claimant ISA. (Claimant ISA to be opened in the same holding pattern same as that of the deceased ISA)
2. Death Certificate/s in original or photocopy duly notarized or attested by gazette officer or a bank manager- equal number of certificates as per the AMC with holdings
3. Bank Account Details of the new first unit holder as per Annexure K1 along with attestation by a bank branch manager -- equal number of certificates as per the AMC with holdings

* Attestation of the Signature of the First Claimant (nominee) should be duly verified by the Bank Manager/Authorized Official of the bank with bank stamp/seal and should clearly indicate the name designation / employee code and signature

Note-
If the transmission amount is for more than ₹2 Lakh, as an operational risk mitigation measure, signature of the Nominee shall be attested by a Notary Public or a Judicial Magistrate First Class (JMFC) in the space provided for signature attestation in the TRF itself below the signature of the claimant.

4. Cancelled cheque of the claimant
5. Latest KYC of the claimant/s- with KYC compliant status
6. FATCA of the claimant/s
7. Deceased ISA closure request signed by the claimant
8. Self-attested PAN CARD copy