



## INSTRUCTIONS FOR FILLING UP THE SIP APPLICATION FORM

### 1 – GENERAL INFORMATION

- a) The Application Form should be completed in ENGLISH in BLOCK LETTERS only. Please Tick (✓) in the appropriate box ( ), where boxes have been provided. Please refer to the Offer Document and the Key Information Memorandum carefully before filling the SIP Application Form. All applicants are deemed to have accepted the terms subject to which this offer is being made and bind themselves to the terms upon signing the Application Form and tendering the payment.
- b) Please refer the section on "Who can apply?" for a list of eligible investors in the Offer Document / Key Information Memorandum.
- c) **Existing investors of HSBC Mutual Fund wanting to make an SIP investment will need to fill up ONLY the SIP Application Form quoting their Folio Number. However, new investors will be required to fill up the Common Application Form as well as the SIP Application Form.**

### 2 – APPLICANT'S INFORMATION

- a) PAN of Sole applicant / First applicant / Second applicant / Third applicant must be mentioned in the document pertaining to the transaction if there is a payment of an amount of fifty thousand rupees or more to a Mutual Fund for purchase of its units, irrespective of the mode of holding. In case such transaction is being entered into by a minor who does not have a PAN, he shall quote the PAN of his father or mother or guardian, as the case may be. Where the amount is Rs. 50,000 or more, the investor is compulsorily required to provide a copy of the PAN Card / PAN Letter / Copy of assessment order or refund order or such other correspondence from the Income-tax department mentioning the PAN. Dividend reinvestment, if any, of Rs. 50,000 or more, qualifies as purchase of units. In case of non-receipt of PAN details or Form No. 60/61, as applicable, from the investors / Unit holders (in case the application/ units are held in joint names, each of the investors/ unitholders), the dividend will be compulsorily paid out to the Unit holders and not reinvested. In case the person does not have a PAN while entering such a transaction, he shall make a declaration in Form No. 60 / 61 (as may be applicable). Form 60 and Form 61 are available with the Key Information Memorandum. Necessary supporting documents required with the Forms are to be submitted by the investor.
- b) KYC is mandatory under the Prevention of Money Laundering Act, 2002 for all applications for subscriptions of INR 50,000 and above. This will be applicable for investments from individual investors including joint holding / institutional customers / other non-institutional investors / investments through power of attorney holders / investments of minor through guardian.  
The KYC requirements can be completed by filling up the prescribed form and submitting the same along with the other requisite details / proof (attested true copies of supporting documents relating to proof of identity and address or verification with the original) to a designated point of service. Please note that a copy of the KYC acknowledgement is to be attached to the application form for

all investments of INR 50,000 and above at the time of making an investment for the first time in HSBC Mutual Fund under a particular folio. For details of the process, please visit our website <http://www.hsbcinvestments.co.in>"

### 3 – SIP INVESTMENT AND PAYMENT DETAILS

- a) Applicants should indicate the Option (Dividend / Growth) for which the application is made, by indicating the choice in the appropriate box provided for this purpose in the SIP Application Form.
- b) In case Applicants wish to opt for both the Options, separate SIP Application Forms will have to be filled.
- c) SIP is available in all Schemes of HSBC Mutual Fund. An investor needs to provide a minimum of 12 cheques (for Monthly Option) and 4 cheques (for the Quarterly Option). The minimum amount of instalment is Rs.1,000 for monthly SIP and Rs. 3,000 for quarterly SIP. For HTSF, minimum of 12 cheques of Rs. 500 (for Monthly Option) or minimum of 4 cheques of Rs. 500 each (for Quarterly Option) are to be provided.
- d) The cheque for the first SIP instalment can carry any date. The first instalment of the SIP will be processed subject to applicable NAV & load, if any, on the date of receipt of the application form (post dated cheque will not be accepted). The second instalment in case of monthly SIP will be processed on the available SIP date (currently 3rd, 10th, 17th or 26th of every month) indicated by the investor, but immediately following the expiry of 25 Business Days from the date of processing the first SIP. If the choice of date for the second instalment is not indicated by the investor, the second instalment of SIP will be processed on the earliest SIP date (3rd, 10th, 17th or 26th) immediately following the expiry of 25 Business Days from the date of processing the first SIP instalment. In case of quarterly SIP, the date for next instalment will be 10th of the relevant month. If any of above dates fall on a holiday, the transaction will be taken as of the next Business Day. Please refer to the Load Structure of each Scheme for details of applicable loads. Outstation cheques will not be accepted.
- e) Cheque should be drawn in the name of the Scheme or its abbreviation as applicable and crossed "A/c. Payee only".
- f) Completed SIP Application Form is to be submitted along with the post dated Cheques before the transaction cut off timing on the first installment date.
- g) HSBC Mutual Fund / AMC, reserves the right to reject any application inter alia in the absence of fulfilment of regulatory requirements, fulfilment of requirements of the Offer Document and furnishing necessary information to the satisfaction of the Mutual Fund / AMC.

### 4 – DECLARATION AND SIGNATURES

- a) Signatures can be in English or in any Indian language. Thumb impressions must be attested by a Magistrate / Notary Public under his / her official seal. In case of HUF, the Karta will sign on behalf of the HUF.
- b) Applications on behalf of minors should be signed by their Guardian.

## TERMS & CONDITIONS

### SIP payment through Electronic Clearing Service (Debit Clearing) of the Reserve Bank of India (RBI)

1. This facility is offered to the investors having bank accounts in **select cities mentioned below.**  
● Agra ● Ahmedabad ● Allahabad ● Amritsar ● Bangalore ● Baroda ● Bhillwara ● Bhopal ● Bhubaneswar ● Calicut ● Chandigarh ● Chennai ● Cochin ● Coimbatore ● Dehradun ● Erode ● Gorakhpur ● Guwahati ● Gwalior ● Hubli ● Hyderabad ● Indore ● Jabalpur ● Jaipur ● Jalandhar ● Jammu ● Jamshedpur ● Jodhpur ● Kanpur ● Kolkata ● Lucknow ● Ludhiana ● Mangalore ● Mumbai ● Mysore ● Nagpur ● New Delhi ● Panjim ● Patna ● Pune ● Raipur ● Rajkot ● Ranchi ● Salem ● Sholapur ● Surat ● Trichur ● Trivandrum ● Udaipur ● Varanasi ● Vijaywada ● Vizag
2. The cities in the list may be modified / updated / changed / removed at any time in future entirely at the discretion of HSBC Mutual Fund without assigning any reason or prior notice. If any city is removed, SIP instructions for investors in such cities via ECS (Debit) route will be discontinued without prior notice.
3. The investor agrees to abide by the terms and conditions of ECS facility of Reserve Bank of India (RBI).
4. You can opt for SIP in the Scheme on a monthly or quarterly basis by issuing a single cheque for the first instalment and with subsequent investments via ECS facility.
5. Investors should mandatorily give a cheque for the first installment of SIP.
6. The bank account provided for ECS (Debit) should participate in local MICR clearing.
7. Investor will not hold HSBC Mutual Fund, its registrars and other service providers responsible if the transaction is delayed or not effected or the investor bank account is debited in advance or after the specific SIP date due to various clearing cycles of ECS.
8. HSBC Asset Management (India) Pvt. Ltd., registrars of HSBC Mutual Fund and other service providers shall not be responsible and liable for any damages / compensation for any loss, damage etc. incurred by the investor. The investor assumes the entire risk of using this facility and takes full responsibility.
9. You can choose to discontinue this facility by giving 25 days written notice to our Registrar CAMS.
10. HSBC AMC and its service providers reserve the right to disclose the details of the Investors and their transactions using the SIP Auto Debit Facility to third parties for the purposes of verification and execution of the Auto Debit Facility as also for the purpose of law enforcement, fraud prevention, audit and inspection requirement etc.
11. The Investor undertakes and agrees that the SIP Auto Debit Facility requested for via this Form is subject to acceptance of the terms and conditions mentioned in Offer Document of the Scheme.

### INVESTOR SERVICE CENTRES\*

**HSBC MUTUAL FUND INVESTOR SERVICE CENTRES :** ● Ahmedabad : Tel: 9898377319, 9898377321 ● Bangalore : Tel: 080 41186519 ● Chandigarh : Tel: 0172 5008119/21 ● Chennai : Tel: 044 42008719 ● Coimbatore : Tel: 9894477319, 9893477321 ● Hyderabad : Tel: 040 66674719/21 ● Indore : Tel: 9893477319, 9893477321 ● Jaipur : Tel: 9928037319, 9928037321 ● Kochi : Tel: 9895477319, 9895477321 ● Kolkata : Tel: 033 22139919 ● Lucknow : Tel: 9936797319, 9935097321 ● Mumbai : Tel: 022 66668819 ● New Delhi : Tel: 011 41490719 ● Pune : Tel: 020 – 26001119 / 21 ● Vadodara : Tel: 9898377319, 9898377321  
**CAMS COLLECTION CENTRES:** Tel: 1-800-425-2267 / Please contact the nearest Investor Service Centre for an updated list of Official Points of Acceptance and details of HSBC Investor Service Centres and CAMS Investor Service Centres. \* ISCs will also be collection centres.

▶ Contact us at [hsbcmf@hsbc.co.in](mailto:hsbcmf@hsbc.co.in)

▶ Visit us at [www.hsbcinvestments.co.in](http://www.hsbcinvestments.co.in)