

## HDFC Bank - Instruction Request Form

### PERSONAL DETAILS

\*DATE DD / MM / YY

\*NAME \_\_\_\_\_

### PLEASE INDICATE THE INSTRUCTION THAT YOU WISH TO SEND BY TICKING THE APPROPRIATE BOX(S)

*Multiple instructions can be sent in a single form*

- |                                                      |                          |
|------------------------------------------------------|--------------------------|
| 1. Change of address request                         | <input type="checkbox"/> |
| 2. Change of maturity instructions for Term Deposits | <input type="checkbox"/> |
| 3. Booking request for New / Add-On Term Deposits    | <input type="checkbox"/> |
| 4. Super Saver Request                               | <input type="checkbox"/> |
| 5. Sweep in facility                                 | <input type="checkbox"/> |

### PLEASE FILL INSTRUCTION DETAILS IN THE RESPECTIVE SECTION

**Please Note:**

- Fields indicated by \* are mandatory.
- HDFC Bank accepts instructions only in the specified format available on the website [www.hdfcbank.com/nri](http://www.hdfcbank.com/nri)
- Signature on the request form should match with the signature on the records of HDFC Bank.
- An email confirmation will be sent to you on receipt of your request on the email id maintained on the Bank records. In case you wish to change/update your email id, please send a letter to your Home Branch. We will not be in a position to act on your request if your email id is not available on the Bank records.
- Any cancellation/overwriting needs to be counter signed.
- Signatures on the request form need to be as per the account operating instructions maintained on the account.
- HDFC Bank will not be in a position to process incomplete requests.

## CHANGE OF ADDRESS REQUEST

\*CUST ID      |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_|

\*ACCOUNT No    |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_| |\_|  
(\*Mandatory fields)

I request you to effect the following changes in your Bank records. I understand that the change(s) is/are being carried on my/our request and will affect all accounts held by me with HDFC Bank under the captioned Customer ID. I/we submit the necessary document(s) for Address Change request required for affecting the same.

**Address change will be done only on submission of any one of the following supporting documents. It is mandatory that the photocopy of the document submitted as address proof is duly signed under full signature.**

### The list of documents that will be acceptable as address proofs are:

#### Overseas address:

1. Photocopy of valid passport mentioning the overseas address.
2. Photocopy of utility bill not more than 3 months old.
3. Photocopy of overseas bank statement not more than 3 months old.
4. Photocopy of valid driving license.
5. Photocopy of Government issued ID Card.
6. Photocopy of credit card bill not more than 3 months old.
7. Photocopy of lease agreement / rent receipt (not more than 3 months old).
8. Photocopy of appointment letter.
9. Photocopy of company ID card with address.
10. Original letter issued by the company for the purpose of account opening on its letterhead.
11. Photocopy of bank statement or passbook of a NRI account with another bank.

#### Indian address:

1. Photocopy of valid passport.
2. Photocopy of valid Permanent Driving license.
3. Photocopy of telephone bill of private & public operators (e.g. MTNL, BSNL, Reliance, Airtel & Tata Indicom) – not exceeding 2 months prior to date of account opening.
4. Photocopy of electricity bill – not exceeding 2 months prior to date of account opening
5. Photocopy of Bank pass book or Bank account statement – not exceeding 3 months prior to date of account opening.
6. Photocopy of Ration card.
7. Photocopy of Election card / Voters ID (if it has address).
8. Letter from the society (only Registered societies) - on the letterhead, which carries the society's Registration No. The letter should carry the applicant's name & full address as well as the signatories' full name, designation (Secretary, President) and address.
9. Photocopy of monthly outgoings bill from Registered Housing society on the letterhead, which carries the society's Registration No. (Maintenance charges receipt issued by the society NOT acceptable).
10. Photocopy of title deeds of the property duly registered and stamped.
11. Photocopy of Lease deed/Rent agreement copy duly stamped.
12. Photocopy of Senior citizens card from Indian Railways/Indian Airlines (if it has address).
13. Photocopy of mobile post paid bill – Airtel, Hutch, BSNL, Idea Cellular, etc.
14. Letter from any recognized public authority (In original).
  - In case of PIS accounts, the broker's address can be accepted as address proof by providing a copy of the POA (Power of Attorney) between the broker and the primary applicant and a proof of overseas address of the primary applicant.
  - Persons settled overseas on a dependent visa need to provide proof of mailing address of the person sponsoring the dependent and proof of dependency / proof of relationship with the primary applicant.

**CHANGE OF ADDRESS CONTINUED.....**

Please change my

Mailing Address

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Numbers:

Residence: \_\_\_\_\_  
COUNTRY CODE AREA CODE TELEPHONE NO

Office: \_\_\_\_\_  
COUNTRY CODE AREA CODE TELEPHONE NO

Mobile: \_\_\_\_\_  
COUNTRY CODE AREA CODE TELEPHONE NO

Fax: \_\_\_\_\_  
COUNTRY CODE AREA CODE TELEPHONE NO

*(I / We accept the enclosed Terms and Conditions of this service)*

\_\_\_\_\_  
(First applicant)

\_\_\_\_\_  
(Second applicant)

\_\_\_\_\_  
(Third applicant)





Interest Payment:

**Simple Deposit**

Transfer to Saving / Current Account

No

Cheque in  INR     USD     GBP     EURO

**On Reinvestment Deposit**

Transfer to Savings / Current Account

No.

Cheque in  INR     USD     GBP     EURO

Renew with Principal

**Maturity Instructions:**

Renew Principal only

Renew Principal and Interest

Do not renew and (Please tick one)

Mail managers cheque for maturity amount in INR / USD / GBP / EURO

Transfer to Savings / Current Account No.

Others: \_\_\_\_\_

*(I / We accept the enclosed Terms and Conditions of this service)*

\_\_\_\_\_  
(First applicant)

\_\_\_\_\_  
(Second applicant)

\_\_\_\_\_  
(Third applicant)

**SWEEP IN INSTRUCTIONS**

\*CUST ID        | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |

\*ACCOUNT NO | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |

(\*Mandatory fields)

\*In case of insufficient balance in my Savings / Current Account

No | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |

*(Not available for FCNR Accounts)  
 (Funds cannot be swept from NRO deposit to NRE Savings A/c)*

Please honour my cheque and allow withdrawal by transferring funds to my savings account by breaking units of my/our fixed deposits.

My Term Deposit Account No is  
 | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |

*(I / We accept the enclosed Terms and Conditions of this service)*

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(First applicant)

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(Second applicant)

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(Third applicant)

**SUPER SAVER FACILITY**

\*CUST ID          | | | | | | | | | |

\*ACCOUNT NO | | | | | | | | | | | | | | | |  
(\*Mandatory fields)

I wish to avail of Super Saver Facility against my Term Deposit Number

| | | | | | | | | | | | | | | |

I wish to cancel the Super Saver Facility against my Term Deposit Number

| | | | | | | | | | | | | | | |

Amount of deposit\_\_\_\_\_Tenure\_\_\_\_\_Deposit Rate of Interest\_\_\_\_\_

Term Deposit Account Number(s)

| | | | | | | | | | | | | | | |

NRO Savings account number on which Super Saver to be given

| | | | | | | | | | | | | | | |

For Office use only  
Branch Managers Approval \_\_\_\_\_  
Rate of interest on the overdraft\_\_\_\_\_ Margin on Term deposit 25 % / 10 %**Declaration**

I declare that the overdraft/ loan sanctioned against my NRI deposit above is for the purpose of meeting my personal / business expenditure

I further declare that the overdraft / loan amount will not be utilized for

- Relending
- Investment in Real Estate Business
- Agriculture and plantation activities

Please treat this as a part of the original Account Opening form.

*(I / We accept the enclosed Terms and Conditions of this service)*\_\_\_\_\_  
(First applicant)\_\_\_\_\_  
(Second applicant)\_\_\_\_\_  
(Third applicant)



## TERMS AND CONDITIONS

- These terms and conditions are in addition to the terms and conditions provided on the Website [www.hdfcbank.com/nri](http://www.hdfcbank.com/nri)
- Customers should send their documents in sealed packets/envelopes to our P.O Box service using their local postal service. Please DO NOT use a courier service to send documents to our P.O. Box.
- G3 Worldwide, will open the P.O. Box and collect all packets / envelopes and courier the documents to the G3 Worldwide office in India from where the packets / documents will be sent to HDFC Bank Ltd, Mumbai.
- HDFC Bank Ltd. will not be responsible for any loss arising out of documents / instructions being sent to the wrong address or documents / instructions lost in transit.
- Confidentiality of the documents sent by the customer will be maintained.
- Users of the P.O. Box facility are availing the service at their own risk.
- Neither HDFC Bank Ltd nor G3 Worldwide will be responsible or liable to the user or any other third party for the envelopes / packets or its contents during the transit from the user to the P.O. Box address.
- On receipt of the envelopes / packets in the P.O. Box, G3 Worldwide will be responsible till it is shipped and delivered to HDFC Bank Ltd. - CPU, Mumbai. By availing the service, the User shall be deemed to have agreed to entrust the transshipment to India at his sole risk and discretion to G3 Worldwide and HDFC Bank Ltd., is not liable or responsible for any loss or destruction of the envelopes / packets in the hands of G3 Worldwide.
- User is aware that HDFC Bank Ltd. will not process the documents without furnishing this form duly filled. All instructions have to be sent to HDFC Bank Ltd., by filling this form. HDFC Bank Ltd. is neither responsible to return the documents or keep it in safe custody, in case of incomplete information.
- On receipt of the request, an email confirmation will be sent to the user on the email id maintained on the Bank records. In case the user wishes to change/update the email id, please log on to net banking or send a letter to your Branch. We will be unable to action the request if an email id is not available on the records of HDFC Bank Ltd.
- In the event that user instruction/s cannot be carried out owing to any discrepancy or otherwise, HDFC Bank Ltd. may inform the user by e-mail, provided the users e-mail id has been provided to HDFC Bank Ltd. HDFC Bank Ltd. is not responsible for non-receipt of such e-mail on account of any incorrect e-mail id or system error or non-acceptance by the computer system of the user.
- HDFC Bank Ltd. shall in its sole discretion destroy the documents after one month of receipt without any further reference or notice to the user and the user agrees that HDFC Bank Ltd. is not liable or responsible to either user or any other person for such destruction.
- User agrees that he / she shall be solely responsible for the contents of the envelopes / packets and shall indemnify HDFC Bank Ltd. for any loss or damage suffered to it on account of handling the contents or merely the form being addressed to it in view of legal, regulatory or contractual requirements of the user.
- I / We have read the terms and conditions and I / We confirm that I / we am / are not sending any monetary instruments, excluding but not limited to, cheques, drafts or dividend warrants through this service. I understand that HDFC Bank can reject any document that is not mentioned in the above form.