



We understand your world

HDFC Bank - Instruction Request Form

PERSONAL DETAILS

*NAME _____

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

1) Account statement request

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
- 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.

TERMS AND CONDITIONS

- These terms and conditions are in addition to the terms and conditions provided on the Website 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.

