



Branch code _____ Branch inward date _____

Account Details Addition / Modification / Deletion Request Form

HDFC Securities Limited I Think Techno Campus, Building B – Alpha, Office floor 8, Opp. Crompton Greaves, Kanjurmarg (E). Mumbai - 400042
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Application No.		Date	D	D	M	M	Y	Y	Y	Y
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Please fill all the details in Block Letters in English

HDFC Securities DPID								Client ID								HDFC Securities Trading ID								
1	2	0	8	6	7	0	0																	

Account Holder's Details	
Name of First / Sole Holder	
Name of Second Holder	
Name of Third Holder	

- ☐ I/We request to carry out the change of correspondence/permanent address / signature in the demat account
- ☐ I/We request to carry out the change of address / signature in the KRA and demat account

I/We request you to make the following additions / modifications / deletions to my/our account in your records.

DETAILS (Please specify change of correspondence/permanent address, dividend bank / debit bank detail, telephone number, sub status (Specify Holder/s) etc.)	Addition / Modification/ Deletion (Please specify)	Existing Details	New Details
BSDA Flag	Modify	NO	YES

Attach an Annexure (with signature(s)) if the space above is found insufficient.

	First/Sole Holder	Second Holder	Third Holder
Name			
Signature			

===== (Please Tear Here) =====

Acknowledgement Receipt

Received Account Details Addition / Modification / Deletions request as per details given below:

Application No.									Date	D	D	M	M	Y	Y	Y	Y
DP ID	1	2	0	8	6	7	0	0	Client ID								
Name of First / Sole Holder																	
Name of the Second Holder																	
Name of the Third Holder																	
Modification requested for: [Specify reason]																	

Depository Participant Seal and Signature

Checklist

- Signature and name of all holders is mandatory under Signature and Name block.
- Signature of all holders is mandatory for BSDA tariff sheet in below pages

The appended Tariff will be applicable for the customer opting for the Basic Services Demat Account

**Annexure - Basic Services
Demat Account (BSDA)**

Sr. No.	Fee Head	Type	Basic Services Demat Account (BSDA)	
			Fees	
1	Account opening		Nil	
2	AMC		Holding Value between 0 to 50,000 - NIL AMC	
			Holding Value between 50,001 to 2 Lacs - Rs. 100 p.a.	
3	Dematerialization	Certificate + Dematerialisation request	Rs. 5/- per certificate + Rs. 35/- per request or min. Rs.40/-	
4	Rematerialization	Rematerialisation Request	Rs 30/-per request +NSDL /CDSL actuals, Currently A)Rs 10/- for every hundred securities or part thereof or B) a Flatfee of Rs 10/- per certificate whichever is higher (Min Rs. 40/- and Max Rs. 5 lacs)	
5	Debit transaction charges (Equity/Equity MF) (Market/Off - Market)	On Market	0.04% of the value of txn or Rs. 20/- whichever is higher	
		Off Market	0.04% of the value of txn or Rs. 20/- whichever is higher	
6	Debit transaction charges (Debt/Debt MF) (Market/Off - Market)	On Market	0.04% of the value of txn or Rs. 20/- whichever is higher (Max Rs. 5000)	
		Off Market	0.04% of the value of txn or Rs. 20/- whichever is higher (Max Rs. 5000)	
7	Credit Transaction		NIL	
8	Pledge Services (Creation / Invocation / Closure)		0.04% or Rs. 40/- whichever is higher Margin Pledge : Rs.10/- Per transaction Margin Funding : Rs.20/- Per transaction	
9	Courier charges per Demat/Remat request	Inland Address	Rs. 35/- per request	
		Foreign Address	Rs. 500/- per request	
10	Delivery Instruction Booklet		Rs. 75/- per booklet (5 leaves)	

Terms & Conditions:

- Demat customers eligible for the BSDA facility need to register their mobile number for the SM alert facility for debit transactions. Customers who have a banking relationship with HDFC Bank to provide a debit authorisation/POA 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.
- All charges / service standards are subject to revision at the HSL sole discretion at any given point of time and the same shall be communicated to the customers with a notice of 30 days and would be made available on my/our website
- *** The Annual Maintenance Charges are levied, in advance, for a period of one year at the beginning of the billing cycle. (For more details, kindly refer our website www.hdfcsec.com)
- To evaluate the eligibility for Basic Services Demat Accounts (BSDA), the value of holdings will be determined on a daily basis, as per the file sent by the NSDL / CDSL. The AMC will be calculated at the pro-rata basis based on the value of holding of securities in the account.
- In case of BSDA, such accounts would be levied AMC applicable basis the value of holdings exceeding the prescribed limit immediately from the next day of exceeding such limit.
- In case the Demat accounts with BSDA facility does not meet the listed eligibility as per guideline issued by SEBI or any such authority at any point of time, such BSDA accounts will be converted to Standard program Demat accounts without further reference to the respective customers and will be levied standard Program pricing.
- In case if the Demat accounts with BSDA facility exceed the prescribed limits and move out of the stipulated BSDA criteria, the eligibility of such accounts for BSDA facility will be evaluated on the last day of the Annual billing cycle.
- 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. 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 HSL 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 HSL and post payment of all outstanding dues towards Depository charges.

- In case the Demat accounts are with nil balances / transactions or incase 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.

X Signature of 1st Holder

X Signature of 2nd Holder

X Signature of 3rd Holder