

HDFC DEPOSITS

INDIVIDUALS

HIGHEST SAFETY

CRISIL has reaffirmed "FAAA/Stable" rating & ICRA has reaffirmed "MAAA (stable)" rating for twenty fifth consecutive year.

QUICK LOAN FACILITY

Loan against deposit is available after 3 months from the date of deposit upto 75% of the deposit amount, subject to the terms and conditions framed by HDFC. Interest on such loans will be 2% above the deposit rate. **This facility is not available for deposits from minors and NRIs.**

HDFC SPECIAL DEPOSITS

Fixed Rates only

Interest rates on Deposits upto ₹ 2 Crore

Rate of Interest (p.a.)

Period	Monthly Income Plan	Quarterly Option	Half-Yearly Option	Annual Income Plan	Cumulative Option*
33 Months	5.65%	5.70%	5.75%	5.85%	5.85%
66 Months	6.05%	6.10%	6.15%	6.25%	6.25%
Minimum Amount (₹)	40,000	20,000	20,000	20,000	20,000

* For cumulative option, Interest is compounded annually.

HDFC PREMIUM DEPOSITS

Fixed Rates only

Interest rates on Deposits upto ₹ 2 Crore

Period	Monthly Income Plan	Quarterly Option	Half-Yearly Option	Annual Income Plan	Cumulative Option*
15 Months	5.50%	5.55%	5.60%	-	5.70%
22 Months	5.60%	5.65%	5.70%	5.80%	5.80%
30 Months	5.55%	5.60%	5.65%	5.75%	5.75%
44 Months	5.90%	5.95%	6.00%	6.10%	6.10%
Minimum Amount (₹)	40,000	20,000	20,000	20,000	20,000

* For cumulative option, Interest is compounded annually.

REGULAR DEPOSITS

Fixed & Variable Rates

Interest rates on Deposits upto ₹ 2 Crore

Period	Monthly Income Plan	Quarterly Option	Half-Yearly Option	Annual Income Plan	Cumulative Option*
12 - 23 Months	5.45%	5.50%	5.55%	-	5.65%
24 - 35 Months	5.45%	5.50%	5.55%	5.65%	5.65%
36 - 59 Months	5.75%	5.80%	5.85%	5.95%	5.95%
60 - 84 Months	5.85%	5.90%	5.95%	6.05%	6.05%
Minimum Amount (₹)	40,000	20,000	20,000	20,000	20,000

Interest rates on Deposits exceeding ₹ 2 Crore upto ₹ 5 Crore

12 - 23 Months	5.15%	5.20%	5.25%	-	5.35%
24 - 35 Months	5.15%	5.20%	5.25%	5.35%	5.35%
36 - 59 Months	5.45%	5.50%	5.55%	5.65%	5.65%
60 - 84 Months	5.55%	5.60%	5.65%	5.75%	5.75%

Interest rates on Deposits exceeding ₹ 5 Crore upto ₹ 10 Crore

12 - 23 Months	4.85%	4.90%	4.95%	-	5.05%
24 - 35 Months	4.85%	4.90%	4.95%	5.05%	5.05%
36 - 59 Months	5.15%	5.20%	5.25%	5.35%	5.35%
60 - 84 Months	5.25%	5.30%	5.35%	5.45%	5.45%

Interest rates on Deposits exceeding ₹ 10 Crore & below ₹ 25 Crore

12 - 23 Months	4.80%	4.85%	4.90%	-	5.00%
24 - 35 Months	4.80%	4.85%	4.90%	5.00%	5.00%
36 - 59 Months	5.10%	5.15%	5.20%	5.30%	5.30%
60 - 84 Months	5.20%	5.25%	5.30%	5.40%	5.40%

* For cumulative option, Interest is compounded annually.

- Additional ROI of 0.10% p.a. will be applicable on Individual deposits upto ₹ 25 Lakh per month per customer (other than RD) placed/renewed through our Online system and auto-renewed deposits.
- Interest rates for deposit of ₹ 25 crore and above would be published on our website. Please refer our website for the prevailing rates or contact our branches before placing such deposits.

Senior Citizen (60 years and above)

Additional Interest Rate
(for Deposits upto ₹ 2 crore only)

0.25% p.a.

Online Deposits

Additional Interest Rate
(for Deposits upto ₹ 25 lakh
per month per customer)

0.10% p.a.

RATES EFFECTIVE FROM
OCTOBER 22, 2020

Cheque should be drawn in favour of "HDFC Ltd." and marked "Account Payee only"

• INTEREST RATES ARE SUBJECT TO CHANGE AND THE RATE APPLICABLE WILL BE THE RATE PREVALENT ON THE DATE OF DEPOSIT.



HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED

Regd. Office: Ramon House, H T Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400 020.

Phones: 022-67546060 (for Deposits only) Email: deposits@hdfc.com Website: www.hdfc.com

CIN: L70100MH1977PLC019916

Our loan facilities : Housing loans, Home Improvement loans, Home Extension loans, Loans to Professionals and much more

TERMS & CONDITIONS

DEPOSIT CAN BE PLACED BY

Resident Individual, Minor through guardian & Hindu Undivided Family (who is not a tax-resident of any country other than India).

MODE OF ACCEPTANCE

(a) **RTGS/NEFT** : Remit to our following account on any working day (other than Saturday).

Beneficiary Name : HDFC LTD
Account No. : 00600350003778
IFSC : HDFC0000060
Bank & Branch : HDFC Bank, Fort Branch.

Effective Deposit Date : Same day if amount is credited to our account before the cut off time (currently 12 noon); else next working day. For amounts upto ₹ 10 lakhs cut off time is 4 pm.

Application can be submitted through the ONLINE system after 3 working hours.

(b) **CHEQUE** : Deposit cheque favouring "HDFC LTD" (marked account payee) at any branch of HDFC Bank using the specially designed CMS Payslip (available at our office or printing through the Key Partner Portal).

Cheque drawn on HDFC Bank (favouring "HDFC Ltd - A/c 00600350003778") may be deposited into our account with HDFC Bank using the regular pay-in-slip.

Post Office Savings Bank cheques: We do not accept cheques drawn on Post Office Savings Bank as POSB does not participate in electronic payment systems (RTGS/NEFT/NACH).

Effective Deposit date : Date of realisation (except for HDFC Bank cheques credited after the cut off time, which will be similar to RTGS/NEFT), excluding Saturdays & Holidays.

Application can be submitted through ONLINE System one working day after the debit in customer's bank account (in case of HDFC Bank 3 hours after the debit in customer's bank account).

(c) **PAYMENT GATEWAY** : Currently, 20 Banks are available in the Payment Gateway integrated to our ONLINE Deposits System.

Effective Deposit date : For SBI, HDFC Bank and ICICI Bank (same as RTGS). For other banks T + 2 working days (excluding Saturdays & Holidays). For these banks, it's advisable to remit through RTGS/NEFT.

(d) Payment can also be made through (i) Debit Card powered by RuPay; (ii) Unified Payments Interface (UPI) (BHIM-UPI); and (iii) Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code).

Note : 1) If the amount is ₹ 2 crore or more, please inform us at least one hour in advance to the cut off time, and ensure that funds are credited to our account before the cut off time.

2) Please ensure KYC is complied before remittance. Deposit Application has to be submitted immediately on credit of the amount to our bank account. If Deposit application is not submitted within 1 month of remittance, the deposit date will be from the date of submission of the application form, or as amended from time to time.

(3) Interest rate prevalent on the effective deposit date will be applicable.

INTEREST

Interest will be payable on the deposit from the effective deposit date. Interest on deposits placed under Monthly Income Plan, Non-Cumulative Option and Annual Income Plan shall be paid on fixed dates as given below:

Monthly Income Plan (MIP)	Last day of each month
Non-cumulative- Quarterly option	June 30, September 30, December 31 and March 31
Non-cumulative - Half-yearly option	September 30 and March 31
Annual Income Plan	March 31

Cumulative Interest Option & Recurring Deposits Plan: Interest will be compounded annually and accrued every year after deducting tax, wherever applicable. The principal along with interest will be paid on maturity once the discharged deposit receipt is received by us. In case of MIP and Non-Cumulative deposits, if the first interest due date falls within a week from the deposit date, then the interest for the first broken period will be paid in the next interest cycle.

Interest amount (net of TDS - where applicable) will be paid through NACH at all centres where this facility is available. Where this facility is not available, interest will be paid through "Account payee" cheque drawn in favour of the first named depositor along with his bank account details furnished. In case of MIP, post-dated interest cheques for every financial year will be issued in advance. Interest on MIP under Variable Rate Deposit will be credited to the depositor's bank account on the last day of the month.

VARIABLE RATE DEPOSIT

Interest Rate on variable rate deposit is linked to the benchmark rate and will vary from time to time with the benchmark rate. Benchmark Rate is the rate of interest applicable on HDFC fixed rate deposit product for the corresponding period. Interest Reset Date - Rate of interest (ROI) will be reset at the beginning of each interest period. ROI prevailing on the first day of the interest period will be applicable for the entire interest period. Deposit placed under the variable rate deposit cannot be changed to fixed rate deposit before the maturity date. In case there is no specific selection made by the depositor on the application form, fixed rate will be considered.

ELECTRONIC CLEARING SERVICE

This facility is provided to depositors whereby the interest will be credited directly to the depositors' bank account. The depositor would receive a credit entry "HDFC" in his pass book/bank statement. Intimation of interest credited would be sent on an annual basis.

DEDUCTION OF INCOME TAX AT SOURCE (TDS)

No tax deduction at source on interest paid/credited upto ₹ 5000/- in a financial year. Income tax will be deducted at source under Section 194A of the Income Tax Act, 1961, at the rates in force. If the depositor is not liable to pay income tax and the interest to be paid/credited in a financial year does not exceed the maximum amount which is not chargeable to income tax, the depositor may submit a declaration in Form No. 15G so that income tax is not deducted at source. Senior Citizens (60 years and above) may submit a declaration in Form No. 15H. In such cases, PAN (Permanent Account Number) must be quoted in the Form 15G/H, else the form is invalid.

Sub-section 5A of Section 139A of the Income Tax Act, 1961 requires every person receiving any sum or income from which tax has been deducted to intimate his PAN to the person responsible for deducting such tax. Further, sub-section 5B of section 139A requires the person deducting such tax to indicate the PAN on the TDS certificate. In case PAN is not mentioned, the rate of TDS would be 20% as per section 206AA(1) of the Income-Tax Act, 1961.

PREMATURE WITHDRAWAL

Request for premature withdrawal may be permitted at the sole discretion of the Corporation, subject to the Housing Finance Companies (NHB) Directions, 2010, as applicable from time to time.

Premature withdrawal will not be allowed before completion of 3 months from the date of acceptance. In case of request for premature withdrawal after the expiry of 3 months, the rates given in the following table shall apply.

Months completed from the date of deposit	Rate of Interest Payable
Minimum lock in period	3 months
After 3 months but before 6 months	The interest payable shall be 3% per annum for individual depositor, and no interest in case of other category of depositors.
After 6 months but before the date of maturity	The interest payable shall be 1% lower than the interest rate applicable for the period for which the deposit has run or if no rate has been specified for that period, then 2% lower than the minimum rate at which the public deposits are accepted by HDFC. In respect of variable rate deposit, the interest rate applicable for the period for which deposit has run would be considered as applicable on the respective interest reset dates.

The commission is paid upfront for the entire period of deposit to our authorised agent. In case of premature withdrawal, the commission is payable for the period completed and excess commission paid will be recovered from the deposit amount.

RENEWAL / REPAYMENT OF DEPOSIT

For renewal or repayment of deposit, the discharged deposit receipt must be surrendered to HDFC. In case of renewal of deposit, the prescribed application form signed by all depositors is also required to be submitted. In case of renewal, deposit period would commence from the maturity date of the renewed deposit and the interest rate prevailing on the date of maturity will be applicable. Maturity date of the renewed deposit should be at least 1 week beyond the actual date of renewal of such overdue deposits and premature withdrawal will not be permitted for 3 months from the actual date of renewal.

Auto-Renewal of Deposits: Depositor has the option to choose auto-renewal on maturity of the deposit. In such cases, the deposit would be automatically renewed on maturity under the similar product and for the same period at the rate of interest prevailing on the date of maturity of the deposit. In case the similar product/period options are not available on the maturity date, deposit will be renewed for a period which is closest to the original period. However, before the maturity date, depositor can cancel the auto-renewal instruction and request for repayment. If the depositor does not choose auto-renewal option, the maturity amount will be automatically remitted to depositor's bank account from where the funds were received on the maturity date.

Interest will accrue after the maturity date only if the deposit is renewed. If the date of maturity falls on any day on which HDFC's office remains closed, repayment will be made on the next working day. Repayment amount is remitted to depositor's bank account directly through NEFT/RTGS/NACH or paid through account payee cheque favouring the first depositor.

NOMINATION FACILITY

As per Section 36B of the National Housing Bank Act, 1987 & Rule 2(1) of the Banking Companies (Nomination) Rule, 1985, only individual depositor/s, singly or jointly, can nominate a single person under this facility. In case the deposit is placed in the name of a minor, nomination can be made only by a person lawfully entitled to act on behalf of the minor. Power of attorney holder or any person acting in representative capacity as holder of an office or otherwise cannot nominate. In the event of the death of the sole depositor or the death of all the depositors, the nominee shall have the right to receive the amount due in respect of the deposit and payment by HDFC to the nominee shall constitute full discharge to HDFC of its liability in respect of the deposit. Nominee's name will be printed on the Deposit Receipt, unless mentioned otherwise. In case of thumb impression of the depositor/s, nomination has to be attested by two witnesses. In such cases, separate Form DA-1 may be downloaded from our website.

KNOW YOUR CUSTOMER (KYC)

In terms of the Prevention of Money Laundering Act, 2002, the rules notified thereunder and Reserve Bank of India (Know Your Customer (KYC)) Directions, 2016, every depositor is required to comply with the KYC requirements by submitting the following documents: a) Latest Photograph b) Self-certified copy of the proof of identity & address, and comply with the Customer Due Diligence (CDD) Procedure stipulated thereunder, and providing any other additional information sought to comply with the reporting requirements under Section 285 BA of the Income-Tax Act, 1961. Depositor shall submit his Permanent Account Number to the Corporation. In case the depositor has already submitted the above documents in his earlier deposit, then he need not submit the above documents again, but has to provide the reference of his customer number.

GENERAL

In the event of death of the first / sole depositor, repayment of deposit and payment of interest will be made to the joint depositor first in order of survivor/s / nominee on submission of death certificate without reference to the heirs and/or legal representatives of the deceased.

Any discharge given by the first-named depositor for principal and/or interest will be valid and binding on all joint depositors. Deposits with HDFC are not transferable. Applications should be complete in all respects and HDFC has a right to accept or reject any application without notice, subject to the Housing Finance Companies (NHB) Directions, 2010.

Employees, Shareholders, Home Loan customers, customers referred by staff and high value depositors may be offered an additional interest rate in lieu of commission as decided by management from time to time. The benefit of additional ROI may be availed through a single option only. In case such deposits are generated through our authorised agents, commission on such deposits would be adjusted appropriately.

Corporation may offer an additional ROI on deposits placed through the Online System and on auto-renewal of deposits from time to time.

All remittances by HDFC (towards interest, repayment, loan against deposit, etc.) shall be made to the bank account from where the funds were received by HDFC. Change in bank account may be permitted only in bonafide cases (such as where the account has been closed, etc.) at the sole discretion of the Corporation.

CRISIL has reaffirmed "FAAA/Stable" rating to our Fixed Deposits Programme. This rating indicates that the degree of safety regarding timely payment of interest and principal is very strong.

ICRA has reaffirmed "MAAA(stable)" rating to our Fixed Deposit Programme. This rating is the highest credit quality rating assigned by ICRA. The rated deposits programme carries the lowest credit risk.

The aggregate dues from the facilities, both fund and non-fund based, extended to, and the aggregate dues from companies in the same group or other entities or business ventures in which the directors and/or the Corporation are/is holding substantial interest is ₹ 3,715.12 crore (Total exposure less equity investments) and the total amount of exposure to such entities is ₹ 23,103.28 crore (Total exposure).

The deposits solicited by the Corporation are not insured. HDFC has a right to change, amend, add or delete the terms and conditions without notice, subject to the Housing Finance Companies (NHB) Directions, 2010, as applicable, from time to time.

In case of any deficiency of the Corporation in servicing its deposits, the depositor may approach the National Consumers Disputes Redressal Forum, the State Level Consumers Disputes Redressal Forum or the District Level Consumers Dispute Redressal Forum for relief.

In case of non-repayment of the deposit or part thereof in accordance with the terms and conditions of the deposit, the depositor may make an application to an authorised officer of the National Housing Bank.

The financial position of the Corporation as disclosed and the representations made in the application form are true and correct and that the Corporation and its board of directors are responsible for the correctness and veracity thereof. The housing finance company is within the regulatory framework of the National Housing Bank. It must, however, be distinctly understood that the National Housing Bank does not undertake any responsibility for the financial soundness of the Corporation or for the correctness of any of the statements or the representations made or opinions expressed by the Corporation, and for repayment of deposit/discharge of liabilities by the Corporation. HDFC Deposits programme is designed in accordance with NHB Regulations with the objective to channelise resources for housing.

FOR AUTHORISED AGENTS

Agents are not authorised to accept cash from depositors or issue receipt on behalf of HDFC for deposits. Please ensure that your name and code number is clearly mentioned in the box provided in the application form to enable payment of commission. Application forms received without your name and code number will not be considered for payment of commission. Commission will be paid to authorised agents at the rate decided by the management, from time to time.



www.hdfc.com

WITH YOU, RIGHT THROUGH

PROVISIONAL RECEIPT

Date: ___/___/___

Received from _____ cheque/HDFC Deposit Receipt No. _____ for

₹ _____ dated _____ drawn on _____ Bank _____ Branch towards

Deposit for Senior Citizens Monthly Income Plan Non-Cumulative (Quarterly Half-Yearly) Annual Income Plan Cumulative

for a period of _____ months @ _____% per annum.

For HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED

Phone: 022-67546060

VALID SUBJECT TO REALISATION OF CHEQUE

Authorised Signatory

We also accept Deposits from Religious Trusts, Educational Institutions & Charitable Trusts



HOUSING DEVELOPMENT FINANCE CORPORATION LIMITED
 Regd. Office: Ramon House, H T Parekh Marg, 169, Backbay Reclamation, Churchgate, Mumbai 400 020.
 Phones: 022-67546060 (for Deposits only) Email: deposits@hdfc.com Website: www.hdfc.com
 CIN: L70100MH1977PLC019916

Agent's Name: **BM/9255**
 Code No.: **LKP SECURITIES LTD.**

DEPOSIT APPLICATION FORM (Resident Individuals)

PLEASE USE BLOCK LETTERS AND TICK IN APPROPRIATE PLACES

Agents are not permitted to accept cash with application form and issue receipt. HDFC will in no way be responsible for such or other wrong tenders.

Date : _____

I/We apply for placement/renewal of deposit for a period of _____ months and will earn interest @ _____ % p.a.

FIXED RATE INTEREST **VARIABLE RATE INTEREST**

PAYMENT DETAILS

Amount ₹ _____ Cheque/RTGS/NEFT (UTR) No. _____ Date:

D	D	M	M	Y	Y
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Bank Name _____ Branch _____

Bank Account No. _____ MICR Code: _____ IFSC Code: _____

Interest on this deposit and redemption proceeds may be credited to above bank account directly through NACH/NEFT/RTGS/direct credit facility.

HDFC Deposit Receipt No. _____ Maturity Date

D	D	M	M	Y	Y
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(In case of Renewal)

SCHEME : <input type="checkbox"/> MONTHLY INCOME PLAN <input type="checkbox"/> NON-CUMULATIVE (Quarterly) <input type="checkbox"/> NON-CUMULATIVE (Half-Yearly) <input type="checkbox"/> ANNUAL INCOME PLAN <input type="checkbox"/> CUMULATIVE	STATUS : <input type="checkbox"/> Resident Individual <input type="checkbox"/> Hindu Undivided Family	CATEGORY : <input type="checkbox"/> Member of Public <input type="checkbox"/> Director/Relative of a Director <input type="checkbox"/> Shareholder (DP/Client ID _____) <input type="checkbox"/> Employee DEPOSIT REPAYABLE TO : <input type="checkbox"/> First Depositor <input type="checkbox"/> First Depositor or Survivor/s SENIOR CITIZENS (60 years & above) <input type="checkbox"/> YES <input type="checkbox"/> NO
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First / Sole Depositor's Details (as appearing in your supporting identification document)

CKYC Identifier _____
(Skip if not allotted)

Name _____

Guardian's Name _____
(in case of Minor)

Customer No. (If KYC is already complied) _____ **PAN** _____

Second Depositor's Details (as appearing in your supporting identification document)

CKYC Identifier _____
(Skip if not allotted)

Name _____

Customer No. (If KYC is already complied) _____ **PAN** _____

Third Depositor's Details (as appearing in your supporting identification document)

CKYC Identifier _____
(Skip if not allotted)

Name _____

Customer No. (If KYC is already complied) _____ **PAN** _____

I/We hereby declare that the first named depositor mentioned in my/our application is the beneficial owner of this deposit and as such he/she should be treated as the payee for the purpose of tax deduction under Section 194A of the Income Tax Act, 1961. I/We hereby agree to abide by the attached terms and conditions governing the deposit.

I/We certify that the information provided above is in accordance with section 285BA of the Income Tax Act, 1961 read with Rules 114F to 114H of the Income Tax Rules, 1962. I/We also certify that I/we am/are not a tax-resident of any country other than India. The information provided by me/us above as well as in the documentary evidence provided by me/us are, to the best of my/our knowledge and belief, true, correct and complete and that I/we have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise. I/We permit/authorise HDFC Ltd to collect, store, communicate and process information relating to the Account and all transactions therein, by HDFC Ltd. and any of its affiliates wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign. I/We undertake to inform you immediately of any changes that may take place in the information provided above as well as in the documentary evidence provided by me/us or if any certification becomes incorrect and to provide revised self-certification along with documentary evidence. I/We also agree that my/our failure to disclose any material fact known to me/us, now or in future, may invalidate my/our application and HDFC Ltd. would be within its right to put restrictions in the operations of my/our account or close it or report to any regulator and/or any authority designated by the Government of India (GOI)/RBI for the purpose or take any other action as may be deemed appropriate by HDFC Ltd. If the deficiency is not remedied by me/us within the stipulated period, I/We thereby accept and acknowledge that HDFC Ltd. shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me/us to HDFC Ltd. It shall be my/our responsibility to educate myself/ourselves and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules thereunder. I/We also agree to furnish such information and/or documents as HDFC Ltd. may require from time to time on account of any change in law either in India or abroad in the subject matter herein. I/We shall indemnify HDFC Ltd. for any loss that may arise to HDFC Ltd. on account of providing incorrect or incomplete information.

I/We further declare that, I/We am/are authorized to make this deposit in the above-mentioned scheme (HDFC Deposit) and that the amount kept in the deposit is through legitimate source and does not involve directly or indirectly any proceeds of schedule of offence and/or is not designed for the purpose of any contravention or evasion of the provisions of the Prevention of Money Laundering Act, 2002 and any Rules, Regulations, Notifications, Guidelines or Directions thereunder, as amended from time to time. I/We shall provide any further information and fully co-operate in any investigation as and when required by the Corporation in accordance with the applicable Law. I/We further affirm that the information/details provided by me/us is/ are true and correct in all respect and nothing has been concealed. I/we hereby authorise HDFC to send Email/SMS alerts for all transactions relating to my/our deposits. I hereby give my consent to HDFC for sending OTP (One Time Password) on my mobile number to facilitate processing of my deposit transactions using OTP authentication.

I/We have gone through the financial and other statements/particulars/representations furnished/made by HDFC Ltd. and after careful consideration, I/we am/are making the deposit with HDFC Ltd. at my/our own risk and volition.

On Maturity of the deposit, I/We hereby give my/our explicit consent to HDFC Limited to

Renew principal and interest

Renew principal

Pay the principal and interest to my/our designated Bank Account mentioned herein.

SIGNATURE OF DEPOSITOR(S)#

FIRST/SOLE/
GUARDIAN : _____

SECOND : _____

THIRD : _____

FOR OFFICE USE ONLY

Document Reference No.	Date of Receipt	Verified by

