

MY RECO₹D KEEPER

A record of all things
important in your life.





Dear Customer,

It's always wonderful to know where your financial and other important records are kept and how to access them, especially in an emergency.

At HDFC Bank, your interests come first. That is why, we bring to you **My Record Keeper**, your diary for financial and other important details. Now you can record all your financial information in one place.

How to use My Record Keeper

- Download the **My Record Keeper** file on your laptop or mobile.
- Fill in the information and save it.
- It is an editable PDF so you can update the information as and when required.
- Take a print out and store it in your safe/locker. You can also save a digital copy on your computer or an external hard drive.
- To secure the information further, you can also password protect the PDF.
- Inform your loved ones where you have kept it.

We hope **My Record Keeper** truly becomes the go-to-guide for you and your loved ones whenever you need to access your financial and other important information easily.

Warm regards,
HDFC Bank



Family Doctor

Name 01	
Contact Number	
Email ID	



Family Doctor

Name 02	
Contact Number	
Email ID	



Financial Planner

Name	
Contact Number	
Email ID	



Tax Consultant

Name	
Contact Number	
Email ID	



Insurance Agent

Name	
Contact Number	
Email ID	



Stock Broker

Name	
Contact Number	
Email ID	



My Bank Details



Bank Account

Bank Name	Account Number	Account Type	Customer ID (Last 4 Digits)	Nominee(s)	Branch/City



Fixed Deposit/Recurring Deposit

Bank/ Deposit Name	FD A/c. No.	Type Of FD Holding	Date Of Deposit	Amount (₹)	Maturity Date	Nominee(s)	Branch /City	Sweep In



Locker Details

Bank Name	Branch Name	Locker No.	Locker Holder/Joint Locker Holder's Name	Rent (₹)	Renewal Date	Contents	Nominee(s)



Credit Card

Card Holder's Name	Credit Card Company	Credit Card No.	Valid From And Till	Payment Date



Debit Card

Card Holder's Name	Bank Name	Debit Card No.	Valid From And Till



My Retirement Plan



Public Provident Fund (PPF)

Bank Name And Branch	PPF A/c. No.	Maturity Date	Nominee(s)



Employee's Provident Fund (EPF)

Employer Name	EPF A/c. No.	UAN No.	Maturity Date	Nominee(s)

How to activate the UAN Number

1. Visit www.epfindia.gov.in and click "Our Services" → For Employees → Member UAN/ Online Services (OCS/OTCP) → Know your UAN
2. Submit PAN OR Aadhaar Details.
3. Enter your details like, name, date of birth, mobile, etc.
4. Enter captcha and click on "Get Authorisation PIN".
5. The UAN Number will be sent to the registered mobile number.



National Pension System (NPS)

Bank Name And Branch	Permanent Retirement Account Number (PRAN)	Maturity Date	Nominee(s)



Life Insurance

Insurance Company	Policyholder's Name	Policy No.	Sum Insured (₹)	Term	Maturity Date	Premium (₹)	Nominee(s)

The formalities for a claim after a death:
A claim intimation should be sent to the insurance company at the earliest with the documents requested.



Motor Insurance

Insurance Company	Policy No.	Vehicle Name	Vehicle No.	Sum Insured (₹)	Renewal Date	Premium (₹)



Home Insurance

Insurance Company	Policyholder's Name	Policy No.	Type of Policy	Sum Insured (₹)	Address	Renewal Date	Premium (₹)



My Insurance Details



Health Insurance Details

Insurance Company	Policyholder's Name	Policy No.	Sum Insured (₹)	Individual/ Family Floater	Policy Valid From And Till	Premium (₹)

My Health Insurance is at _____.



Other Insurance Details

Insurance Company	Policyholder's Name	Policy No.	Sum Insured (₹)	Renewal Date	Premium (₹)

It is essential to have insurance cover for yourself and your loved ones.



Shareholdings

Trading Platform	Broker Details	Demat A/c. No. (16 Digits)	Sole/Joint Shareholder	Lien On Shares	Nominee(s)



Mutual Funds

Name of Fund Holder	Fund Name	Folio No.	Mode of Investment (SIP/Lumpsum)	No. of Units	Amount of Investment (₹)	Nominee(s)

You can access your Mutual Funds and Shareholdings online.

■ CAMS (Only for Mutual Funds)

1. Visit https://www.camsonline.com/
2. Click on Services for Investors on top left.
3. Go to Statements → CAS→ CAMS → KFintech and fill in all the details.
4. You will receive the account statements to your registered email address in an hour.

■ CDSL

1. Visit https://web.cdslindia.com/myeasi/Registration/EasiRegistration
2. Enter the 16 digit Demat account number and password.
3. Once you register, view or download your Demat holdings.

■ NSDL

1. Visit https://eservices.nsdl.com
2. Click on Register online for IDeAs.
3. *Enter your DP ID, Client ID, Mobile number, Verification code.
4. Once you register, view, or download your Demat holdings.

*DP ID in the NSDL registration form is the first 8 digits including the prefix 'IN' from your 16 digit demat number. Client ID is the remaining 8 digits.



Loan Details

Loan Information 1

1.Company/Bank	2.Loan Type	3.Loan Taken Against/Security Details	4.Loan Amount (₹)	5.Interest Rate



Loan Information 2

6.Tenure	7.Loan Start/ End Date	8.EMI Amount (₹)	9.Top-Up Loan Amount (If Any)	10.Collateral	11.Insurance Taken (If Any)

Always inform your family about the loans you have taken.



My Property Details



Property Details

Owner/Joint Owners	Address	Registration No./ Share Certificate No.	Property Card No./Valid Upto	Mortgage With Which Bank	Nominee(s)



House Tax Details

Property Owner Name(s)	Address	Census No.	Property Identification No. (PIN)	Construction Sq. Mtrs.	Remarks

**Pick a nominee for all your financial investments.
Inform them of their nomination**



My Monthly Expenses



Gas Provider/Agency

Company Name/Agency	Consumer No.	Address	Amount (₹)



Electricity Provider

Company Name	Meter No.	Consumer No.	Address	Amount (₹)



Mobile Service Provider

Service Provider Name	Address	Mobile Number	Plan	Deposit Amount (₹)



Broadband Service Provider

Service Provider Name	Broadband/Customer ID No.	Address	Plan	Deposit Amount (₹)



Society Maintenance

Society Name	Address	Maintenance Amount (₹)

Pay All Your Bills Via HDFC Bank BillPay.
To get started, just login to HDFC Bank NetBanking or MobileBanking, go to
'Pay' and click on 'BillPay'.



PAN

Name	PAN Card Details	Date Of Birth



Passport

Name	Passport No.	Issuing Country	Issue Date	Expiry Date



Aadhaar Card

Name	Aadhaar Card No.	Registered Mobile No.



My Identity/Address Proof



Driving Licence

Name of Licence Holder	Driving Licence No.	Issue Date	Valid Till



Voter ID

Name	Identity Card No.



Assessment Year (A.Y.) For Which Last Return Filed	Date Of Filing	Acknowledgement No.	Details Of Other Matters Pending Before Income Tax Authorities



How to view your income tax return details?

1. Visit https://www.incometax.gov.in/iec/foportal
2. Login with your User ID & Password.
3. Go to e-file → Incometax Return → View full Return.
4. Download the ITR Acknowledgement for the required assessment ITR.



Document Name	Location
Personal Will	
Spouse's Will	
Insurance Policies	
Investment Papers	
Property Records	
Birth Certificate	
Marriage Certificate	
Domicile Certificate	
Important Agreements	
Other Important Papers	



Will Details

My will is executed on: _____

Copy of the will is kept at: _____



Power of Attorney

Power of Attorney executed for Wife/Son/Others : _____

My Power of Attorney is: _____

Deed executed on: _____

Details kept in file No.: _____

Why write a will?

To distribute your assets fairly.

A will gives legal assurance that your family will receive wealth as per your wish.

HDFC Securities also offers the e-will facility:

<https://www.hdfcsec.com/productpage/create-will-online>