

## CUSTOMER REQUEST FORM

To,  
The Branch Manager  
HDB Financial Services Limited,  
\_\_\_\_\_

Date: \_\_\_\_\_

Name of the Borrower : .....

Tel : ..... Mobile : .....

Email ID..... (If you wish to register your E-mail ID)

GSTIN..... (If you wish to update your GST No)

Dear Sir/Madam,

I/We have availed a loan vide Loan account no.\_\_\_\_\_ I/We hereby confirm that we have paid Rs....., through cash/cheque/DD no ..... dated ..... drawn on ....., against receipt no ..... dated ..... for processing our below request

Statement of Account

☐

Copy of Property/Security Papers

☐

Document Retrieval Charges

☐

PDC/ECS Swap Charges

☐

Loan Re-schedulement

☐

NOC Revalidation Charges

☐

Additional Repayment Schedule

☐

Copy of Sanction Letter

☐

Loan Cancellation Charges

☐

Others (Pl. Specify) \_\_\_\_\_

I/We hereby request you to dispatch the documents to our mailing address as per your records.

Is there any change in communication address. Yes ☐ No ☐

New Address (Copy of address proof attached herewith) & Contact Nos :

.....

.....

Yours Sincerely,

(Signature of Borrower/Co-Borrower)

**For Internal Use**

Date of Deposition \_\_\_\_\_

Date of request sent to COPS \_\_\_\_\_

Date of Updation at COPS \_\_\_\_\_ Date of Dispatch/Handover to Customer \_\_\_\_\_

-----**Customer Acknowledgement**-----



Name \_\_\_\_\_ Date of Request \_\_\_\_\_ Branch \_\_\_\_\_

Your request for \_\_\_\_\_ would be processed within \_\_\_\_\_ working days.

HDB Official Name \_\_\_\_\_ Signature \_\_\_\_\_ Contact No. \_\_\_\_\_