

CUSTOMER REQUEST FORM

To,
The Branch Manager
HDB Financial Services Limited,
_____.

Date: _____

Name of the Borrower : _____ Product: _____

Contact No. _____ Email ID: _____ GSTIN
(If you wish to update your GST No)

UPI ID:- _____

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. In case of SWAP request, I/We hereby confirm that there are NO dues in the loan account. I am / We are aware that only on payment of pending EMI dues, if any, as well as appropriate SWAP Charges, my swap request will be processed.

Statement of Account	<input type="checkbox"/>	Copy of Property/Security Papers	<input type="checkbox"/>
Document Retrieval Charges	<input type="checkbox"/>	PDC/ECS Swap Charges	<input type="checkbox"/>
Loan Reschedulement	<input type="checkbox"/>	NOC Re validation Charges	<input type="checkbox"/>
Additional Repayment Schedule	<input type="checkbox"/>	Copy of Sanction Letter	<input type="checkbox"/>
Loan Cancellation Charges	<input type="checkbox"/>		
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 No's :

.....
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 _____

Sugar CRM Ticket ID: _____

-----Customer Acknowledgement-----



Sugar CRM Ticket ID: _____

Name _____ Date of Request _____ Branch _____

Your request for _____ would be processed within _____ working days.

HDB Official Name _____ Signature _____ Contact No. _____