

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

The Manager  
HDFC Bank Ltd  
Branch: \_\_\_\_\_

Dear Sir/Madam,

Ref: **Customer ID** \_\_\_\_\_ / **Account No.** \_\_\_\_\_**A) Please tick the relevant box for which request is to be made:**

- Statement of the period \_\_\_\_\_ to \_\_\_\_\_  
(Reason for the request \_\_\_\_\_)
- Interest Certificate CASA/FD Account number given above for the year \_\_\_\_\_ to \_\_\_\_\_
- Balance Confirmation for A/c no given above \_\_\_\_\_
- Current FD balance(s) booked under my customer id \_\_\_\_\_
- FD confirmation for FD no. \_\_\_\_\_, which I have not received by post
- Form 16A in respect of Tax deducted under my customer id for the Financial Year \_\_\_\_\_
- Signature Verification required on the enclosed forms. (Reason \_\_\_\_\_)
- Provide status of Cheque Number \_\_\_\_\_

You are requested to:

- Kindly dispatch the document to my mailing address. OR
- I shall personally collect the document from the Branch/handover the same to the person whose signature is attested below

Please provide mailing address \_\_\_\_\_

Tel No. \_\_\_\_\_

**Please Note:**

In case the address provided does not match with the Bank's record, please provide address change request. For address change cases, customer needs to collect the documents from the branch.

**I agree to the charges applicable for my above request to be debited to my account as given above.**

Yours truly,

\_\_\_\_\_  
Signature of Customer/Authorized Signatory(s)\_\_\_\_\_  
Signature of the Bearer who will collect the Documents**Acknowledgement for receipt of request documents:** \_\_\_\_\_**Customer's Acknowledgement Copy**

Branch \_\_\_\_\_ Customer ID \_\_\_\_\_, A/c Number \_\_\_\_\_

We acknowledge receipt of instruction(s) as below (tick ✓)

- Statement Request  Interest Certificate  Balance Confirmation  FD Balance  Form 16A
- Duplicate FD Advice Request  Signature Verification  Pass Book Issuance  Premature payment of Term Deposit

Date \_\_\_\_\_ Name of Bank Official \_\_\_\_\_ Signature of Bank Official \_\_\_\_\_ Branch Stamp \_\_\_\_\_

Signature of Customer/Authorized Signatory(s) / person who is authorized by the customer to collect the same

Valued clients may please note that the delivery of the requested documents. Certificates, confirmations shall be made after business hours

**B) Passbook** **Issue of pass book for my account**

I / we, request you to issue a Passbook (First time/ Duplicate for Savings A/c No. \_\_\_\_\_)

I/ we understand that the facility of getting account statement has been discontinued for passbook registered customer. I/ we have read and agree to be bound by the Terms & Conditions of the Savings Account

I understand that there is a charge applicable for duplicate pass book issuance which would be debited to the Account number mentioned above

Thanking you,

Yours truly,

\_\_\_\_\_  
Signature of the Account Holder