

*** Details to be filled for Change of Address Request / Email Address/ Contact Details**

I /We request you to effect the changes in my address maintained in your bank records as per the details given below. Supporting documents to effect the address change are attached herewith

New Mailing Address _____ Landmark _____
 City _____ Pin code _____ State _____ Email Address: _____ Contact No. _____

*** Part Prepayment/ Reschedulement**

As it is my /our intent to make a part payment to reduce my principal outstanding in my loan records, please accept my payment of Rs. _____ /- vide cheque no. _____ drawn on _____ and proceed with rescheduling my loan by

- Reducing EMI & Tenor to be kept Constant Reducing Tenor and EMI to be kept constant
 Increase in EMI and Reduction in Tenor (subject to internal approvals and necessary documentation being in place)

I/ We hereby agree that,

- Acceptance of my/our request for reschedulement of loan is at the sole discretion of HDFC Bank and subject to necessary payments made to HDFC Bank towards reschedulement charges
- For Part payment funds received, the reschedulement of loan in banks records will be effected from the Installment Due Date subsequent to next installment date as per the loan repayment schedule. Till such time that the reschedulement is effected in our records, the current EMI lodged with us, would be banked

*** Change in Repayment Mode**

I /We wish to change the instructions for payment of the EMIs in respect of the captioned loan from my existing mode of repayment to the revised mode owing to the following applicable reason as marked by me below:

- Change in Bank A/c Change in Mode (ECS to PDC or vice versa) Change in location from Non MICR to MICR
 Others, please specify _____

Revised Repayment Mode: Post Dated Cheques Instruction to Debit HDFC Bank A/c ECS

Swap Charges of Rs. _____ /- paid vide Cash or Cheque no. _____ Drawn on Bank _____ Dated _____

I/We are aware that the revised instruction will be effected in Bank's records from the installment due date / /

I am/We have provided the following revised instruments towards change in repayment mode

No. of Post Dated Cheques	Bank (Drawn on)	Cheque Number		Amount
		From	To	
No. of Security Cheques	Branch Name & City			
Cheque Dates	Bank Acct Number			
EMI Amount	Acct Type			

I/We are aware and accept the following,

- That the Bank may require 25 days to activate the revised instructions in the Bank's records. In case the next installments fall due prior to said date, the existing repayment instructions already lodged with HDFC Bank will be presented for payment.
- The un-cashed Post dated cheques/Security cheques will be defaced & retained at the bank's end. In case I/We wish that the existing cheques submitted initially for repayment be returned back to me/us, I/We need to lodge a request through phone banking or visit www.hdfcbank.com/services and log your request within 45 days from the date of this application. In case the Bank does not hear from me/us within this period, the existing cheques, lodged initially with the Bank will be destroyed.

-----Customer Copy of Acknowledgement-----

List of Valid Sign Verification and ID Proofs	List of Documents required
<p>Sign Verification Proof:</p> <ul style="list-style-type: none"> ✓ Existing Current / Saving Bank Account with HDFC Bank. ✓ Valid Passport ✓ Pan Card ✓ Valid Permanent Driving License ✓ Banker's sign verification with photograph, Name of account holder and account No. ✓ Ration Card with IRIS scan along with photograph if it contains the customer's signature. ✓ Photo Debit / Credit Card of primary holder if it contains the customer's signature. ✓ Photo ID Card issued by Central Govt. / State Govt./ PSU / Statutory- Photo ID Card issued by ICWAI /ICAI /ICSI /Indian Medical Association/Super A and CAT A companies if it contains the customer's signature. <p>ID Proof:</p> <ul style="list-style-type: none"> ✓ Election / Voters ID Card/Valid Passport/Pan Card/Driving License ✓ Photo Social Security Card issued by Central/State/Union Territories. ✓ Pension payment card issued by State/Central Govt. of India with photograph ✓ Certificate with Photo and address from local Govt. body, with stamp and sign of certifying officer. 	<ol style="list-style-type: none"> 1. Request letter 2. Self attested copy of ID and sign verification proof of borrower 3. In case, the Borrower's representative visits the Bank : <ol style="list-style-type: none"> (a) Authority letter from borrower (b) Self attested copy of sign verification proof of borrower (c) Self attested copy of ID and sign verification proof of the representative 4. Self attested copy of valid Address Proof for change of Address, (if any) 5. Payment of Charges, If applicable. 6. Supporting Documents for issuance of special NOC to RTO, Insurance Company or any other legal body