

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)

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. _____