

Customer Request Form

Please fill in BLOCK letters

Date: DD/MM/YYYY

Name of Borrower/ Co-borrower: Loan Account No:

Correspondence Address:

Contact No: E-mail Address:

I/ we request you to provide me/ us with the following service(s). I am/ we are aware of the charges to be paid for the requested service, wherever applicable.

Deliverables:

<input type="checkbox"/> 1.Welcome Kit	<input type="checkbox"/> 2.Repayment Schedule	<input type="checkbox"/> 3.Statement of Account	<input type="checkbox"/> 4.Original Document
<input type="checkbox"/> 5.Interest Statement a) Provisional <input type="checkbox"/> b) Final <input type="checkbox"/>	<input type="checkbox"/> 6.List of Documents <input type="checkbox"/> 7.Loan pre-closure Statement		
<input type="checkbox"/> 8.Closure NOC	<input type="checkbox"/> 9.Rate Change Letter	<input type="checkbox"/> 10.PDC Request	<input type="checkbox"/> 11.Insurance related <i>Please specify</i>
<input type="checkbox"/> 12.Copy of Documents <i>Please specify</i>		<input type="checkbox"/> 13.Others	

Financial:

<input type="checkbox"/> 1.Pre-closure Payment
<input type="checkbox"/> 2.Refund Related a) PF Refund <input type="checkbox"/> b) Refund of Excess EMI Collected <input type="checkbox"/> c) Other Refund <input type="checkbox"/>
<input type="checkbox"/> 3.Bank Account Swap
<input type="checkbox"/> 4.EMI Related a) Payment <input type="checkbox"/> b) Date Change <input type="checkbox"/> c) EMI Start <input type="checkbox"/> d) EMI Amount Change <input type="checkbox"/> e) EMI Not Deducted <input type="checkbox"/>
<input type="checkbox"/> 5. ROI Conversion with effect on a)Tenure <input type="checkbox"/> b)EMI <input type="checkbox"/> <input type="checkbox"/> 6.Part Payment with effect on a)Tenure <input type="checkbox"/> b)EMI <input type="checkbox"/>
In case of payments, if any - Cheque / DD No. ₹
Dated: DD/MM/YYYY
Please note: <ul style="list-style-type: none"> • For any refund, copy of cancelled cheque or bank statement showing IFSC, bank account number & account holder’s name needs to be attached. • Payment deposited will first be adjusted towards the overdue amounts (EMI/ cheque bounce/ late payment charge), if any. • Once loan tenure is reduced due to part payment, at a later date, increase of tenure by reducing EMI will not be permitted. • For a change in loan repayment bank account, current month’s EMI will be debited from existing bank account only.

Change of Address:

Communication Residence Office Permanent

New Address:

Landmark: City: State:

Pin Code: E-mail Address:

Contact Number:

Document for proof of address (Mandatory for change in Correspondence Address)

Document Type/No.: Issue Date: Valid Till:

Remarks:

I / We hereby take full responsibility for the request mentioned above & confirm that all the applicants are aware of the said request & have no objection.	PCHF Official’s Name:
Customer Sign:	Sign:
	Time In: Time Out:

Customer Acknowledgment Copy

Date: Branch: Loan Account No.

Customer Name: Customer Service Officer Name:

Service Request No. Details of Cheque submitted, if applicable

Signature

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For any queries please call us on 1800 266 6444 or write to us at housing.customercare@piramal.com