

APPLICATION FOR CANCELLATION OF LOAN

To:
The Manager.
HDFC Bank Ltd.,
Retail Loan Service Centre.
_____ Centre

No. _____

DATE : __/__/__

Sub : Cancellation of loan availed from our Bank - Loan Agreement No. _____

In the name of _____

Type of Loan

- ☐ New Car Loan ☐ Used Car Loan ☐ Personal Loan
☐ Two Wheeler Loan ☐ Commercial Vehicle Loan ☐ Others, please specify _____

Dear Sir,

I/We wish to cancel the above loan availed from your bank. Following is the reason for cancellation of the loan

- ☐ Delay in disbursement ☐ Model not available. ☐ MLooking to change the Make/Mode

Any other reason, Please specify _____

Disbursement cheque encashed

☐ Yes☐ No

I am returning herewith the Manager's Cheque / Demand Draft issued by you in respect of above loan with following details
(If Disbursement Cheque is not encashed)

MC / DD No.		Amount (Rs)	
Date		Payable to	

Current Address : _____

Telephone No: _____ Cell Phone: _____ Email: _____

I hereby confirm and accept as follows:

- > The Loan was granted by the Bank on basis of my application and on Terms/ Conditions accepted by me.
- > Acceptance of request for cancellation of loan is at sole discretion of the Bank
- > Processing fees or any other charges levied at the time of sanction/ disbursement will not be refunded
- > In case of vehicle loans, cancellation is subject to refund of Loan amount from the Dealer/ Direct Selling Associate through whom the deal was negotiated
- > Cancellation charge of Rs. 1000/- will be levied by the Bank
- > Interest from date of disbursement to date of cancellation will be charged at the contracted rate on the loan amount.

Name and Signature of Customer / Bearer _____

For Branch Use only

No. _____

MC / Instruction received from : ☐ Dealer ☐ Customer

Date of cancellation request		Date of receipt of MC / Instruction	
MC / DD No (If applicable)		Amount (Rs)	
GR Account No		Date of Credit in GR	
SFR No.		Date of SFR authorisation	

- ☐ Address mentioned above, matches with address mentioned in system
☐ Informed the customer on Cancellation charge of Rs. 1000/- and Interest for the period from date of disbursement to date of recovery at the contracted rate on the loan amount

Checked by: _____

Signature of Official: _____

Employee Code _____

For CPU Use only

No. _____

MC / DD No.		Refund issued on	
Date of MC		Customer intimated on	

Despatch details

Signature of Official: _____

Checked by: _____

Employee Code _____



We understand your world

ACKNOWLEDGEMENT

No. _____

We acknowledge the receipt of your cancellation request and confirm receipt of the below MC/DD issued (if applicable) DATE : __/__/__

MC / DD No.		Amount (Rs)	
Date		Payable to	

Note :

- ❖ Please allow upto 15 days to cancel the loan in our books. In case next installment falls due prior to said date, the EMI already lodged with us will be presented for payment.
- ❖ In case of vehicle loans cancellation is subject to receipt of Loan Amount from Dealer
- ❖ A charge of Rs. 1000/- will be levied for cancellation.
- ❖ Interest from the date of disbursement to date of cancellation will be charged at the contracted rate on the loan amount.
- ❖ If any of your EMI is realized, same will be refunded after adjusting above dues and proceeds if any, will be despatched to your mailing address within 15 days along with detailed working of cancellation.
- ❖ All refunds etc. will only be made in name of the first/ sole Applicant only.
- ❖ Please contact our customer service cell at numbers provided below or write to us at loansupport@hdfcbank.com in case any further assistance is required.

Signature and Stamp of Receiving Office

Date of Receipt

Name & Employee No