

**APPLICATION FOR RESCHEDULEMENT OF LOAN**

**No**

To,  
The Manager  
HDFC Bank LTD.  
Retail Loan Service Centre

Date: \_\_\_/\_\_\_/\_\_\_.

Sub :- Loan A/c no \_\_\_\_\_ in the name of \_\_\_\_\_

**Nature of Loan**

- New Car Loan                                       Used Car Loan                                       Personal Loan Business Loan  
 Two Wheeler Loan                                       Commercial Vehicle Loan                                       Others, please specify \_\_\_\_\_

Dear Sir,  
I wish to make a part payment of Rs. \_\_\_\_\_/- and reschedule my Loan by

Particulars	Increase in (Please tick)	Reduction in (Please tick)	Constant (Please tick)	Tentative EMI / Tenor, to be rescheduled
EMI				Rs.
Tenor				Months

Current Address : \_\_\_\_\_

Telephone No : \_\_\_\_\_ Cell Phone : \_\_\_\_\_ Email : \_\_\_\_\_

- I/ We hereby agree that
- ❖ acceptance of your request for reschedulement of loan is at the sole discretion of the Bank and subject to necessary payments made to the Bank towards reschedulement charges.
  - ❖ This request for reschedulement of loan will form the part and parcel of the loan agreement executed by me.
  - ❖ Above mentioned address should be used as my correspondence address for all future communications pertaining to captioned loan

(Name and Signature of Customer)

Note: Reschedulement of loan is not allowed in case of Personal Loans / Business Loan / Express Loan  
Reschedulement of loan is not allowed within six months from date of disbursement for any type of loan

**For Office Use Only**

**No**

- Informed the customer on charge applicable                                       6 months completed from date of disbursement                                       Address mentioned above, matches with system  
 No outstanding EMI / charges in Loan A/c                                       Loan not in a nature of personal loan / STPL                                       No  
 Loan account secured                                       Yes

Name of Bank Official

SS No / Employee Code :

EROD No :

Note :

- In case the loan account is secured, same cannot be rescheduled. It has to be rebooked in the system
- Information to be sent to CPU on the day of receipt of request.
- Address change request to be obtained if address mentioned above does not matches with system
- CPU will revert to the customer directly within 7 days with the calculation of interest amount
- Please attach any other relevant documents / waiver approvals



**Customer Acknowledge**

**No**

We acknowledge your request to reschedule your Loan Agreement No \_\_\_\_\_ by

(Bank official to tick in appropriate boxes)EMI	Tenor	EMI	Tenor
Increase in			
Reduction in			
Constant			

- It is at the sole discretion of Bank to consider reschedulement of terms of loan
- Please note that acceptance of your request for reschedulement of your loan is subject to necessary payments made to the Bank towards reschedulement charges.
- We will send the detailed calculation of revised terms within 7 days of your request at the address mentioned above.
- On receipt of our detailed letter providing the calculation, you are requested to visit our Retail Loan service centre alongwith DD / Cheque for charges and revised repayment instructions as mentioned therein. Your current EMI lodged with us, would be banked till such time.
- In case of change in your address, as recorded earlier with the Bank, please enclose a separate application
- Should you require any further assistance, please contact our Customer Service Cell at numbers provided below or write to us [loansupport@hdfcbank.com](mailto:loansupport@hdfcbank.com)

Signature and Stamp of Receiving Office