

APPLICATION FOR CHANGE IN MODE OF EMI PAYMENTS FOR LOAN ACCOUNTS

To

The Manager
HDFC Bank LTD.
Retail Loan Service Centre

No :

Date: ___/___/___.

Sub :- Loan A/c no _____ in the name of _____.

Dear Sir,
I/We wish to change the instructions for payment of the EMI in respect of the captioned loan from my existing mode of repayment to the revised mode as per details furnished below. Following is the reason for change in mode of EMI repayment

- Change in Bank Account Change in mode of repayment (from ECS to PDC or vice versa)
 Change in location from Non MICR to MICR Others, please specify: _____

- Current Repayment Mode** Post Dated Cheques Instruction to debit HDFC Bank A/c ECS None
Revised Repayment Mode Post Dated Cheques Instruction to debit HDFC Bank A/c ECS

Details	Existing with Bank	Revised to be submitted
No of Post Dated Cheques (In case of PDC)		
No of security cheques (In case of SI and ECS)		
Date of cheques / instructions	___/___/___ to ___/___/___	
Cheque Number	_____ to _____	
Bank (Drawn on)		
Branch (Name of Branch)		
Branch City, State		
Bank Account Number		
EMI cheque amount		

(Name and Signature of customer / bearer)

For Office Use Only

No :

- Instrument for entire tenure Payee Details correctly filled Dates of PDCs correctly filled
 Amount of EMI correctly filled Account No. correctly filled in SI application Next EMI date > 25 days (*)
 Change in address application obtained (if required) Signature Verified and found correct (In case of SI) Approval for waiver of swap charges (if applicable)

Swap charges deposited on ___/___/___ and credited to account no. _____
 Credit in GR A/c no. _____ on ___/___/___.

Date of receipt :
 Checked by :

Revised instructions will be effective from the instalment due on ___/___/___
***Please ensure that atleast 25 days are allowed for activating the revised instruction**
 #Separate application to be obtained if address is changed.

Signature of Official:
 SS No./Employee Code:



Customer Acknowledgement

No :

We understand your world
Retail Loan Service Centre

We acknowledge the receipt of instructions as detailed below

Details	Revised cheques / instructions
Repayment Mode	
No of Post Dated Cheques (In case of PDC)	
No of security cheques (In case of SI and ECS)	
Date of cheques / instructions	___/___/___ to ___/___/___
Cheque Number	_____ to _____
Bank (Drawn on)	
Branch (Name of Branch)	
Bank Account Number	
EMI cheque amount	

Revised instructions will be effective from the instalment due on ___/___/___

Name & Signature of accepting official:

Date: ___/___/___

Note:

- **Please allow upto 25 days for activating the revised instructions. In case next instalment falls due prior to said date, the PDC already lodged with us will be presented for payment.**
- Post Dated Cheques / Security Cheques submitted earlier will be despatched to your mailing address within 15 days provided the revised instructions are verified and found to be in order.
- 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 at loansupport@hdfcbank.com
 - Mumbai: 022-2856 1818
 - Ahmedabad: 079 -6662 3333
 - Jaipur: 0141-5114 332
 - Maharashtra/Goa: 98906 03333
 - Punjab: 98153 31111
 - Delhi: 011-4151 4332
 - Mohali: 0172: 2268 888
 - Indore: 0731-4074 332
 - Chandigarh: 0172: 2268 888
 - Kerala: 98956 63333
 - Kolkata: 033-2210 3838
 - Cochin: 0484-508 3333
 - Pune: 020-6609 3333
 - Gujarat: 98982 71111
 - West Bengal: 98310 73333
 - Chennai: 044- 6600 3333
 - Hyderabad: 040-2323 0036
 - Bangalore: 080-5500 3333
 - Lucknow: 400 3333