

APPLICATION FOR CHANGE IN ADDRESS

No :

The Manager,
HDFC Bank Ltd.
Retail Loan Service Centre

Date: ___/___/___

Dear Sir/Madam,
Sub: Loan Account No(s). _____ in the name of _____

I request you to effect the changes in my address maintained in your Bank records.
Please maintain following as my correspondence address for all documents / correspondence pertaining to above Loan Account(s)
(Please tick any one of the following)

Residential Address Office address

<input type="checkbox"/> Residential Address	Present Address as per Bank records	New Address
* Flat No., Name of Building		
* Street		
Landmark		
* City		
* Zip Code		
* State		
* STD Code		
* Telephone Number (Residence)		
Mobile Number		
Fax Number		
Email Address		

<input type="checkbox"/> Office Address	Present Address as per Bank records	New Address
* Flat No., Name of Building		
* Street		
Landmark		
* City		
* Zip Code		
* State		
* STD Code		
* Telephone Number (Office)		
Mobile Number		
Fax Number		
Email Address		

* Mandatory information to be filled in

Signature of customer

For Office use only

No :

Loan a/c no and Name tallied with system Yes No (Branch official to tick)

Details	Branch	CPU
Date of receipt		
Name of the receiver		
Employee code		

Date on which request sent to CPU:

Date on which address change effected:

Signature (Branch Official)

Signature (CPU Official)



Customer Acknowledgement

No :

We understand your world
Retail Loan Service Centre

Loan Account(s) No. _____ in the name of _____

We acknowledge receipt of instruction to change for above loan account held with our Bank.

Residential Address Office address

Name & Signature:

Date of receipt: ___/___/___

Employee code:

Branch Seal:

Note:

- Changes requested above would be effected in the Bank's records within a maximum period of 10 days from the date of receipt. Documents / communications by the Bank which are in transit during the next 10 days, would continue to be despatched to the existing / present address recorded with the Bank. 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 | • Delhi: 011-4151 4332 | • Kolkata: 033-2210 3838 | • Chennai: 044- 6600 3333 |
| • Ahmedabad: 079 -6662 3333 | • Mohali: 0172: 2268 888 | • Cochin: 0484-508 3333 | • Hyderabad: 040-2323 0036 |
| • Jaipur: 0141-5114 332 | • Indore: 0731-4074 332 | • Pune: 020-6609 3333 | • Bangalore: 080-5500 3333 |
| • Maharashtra/Goa: 98906 03333 | • Chandigarh: 0172: 2268 888 | • Gujarat: 98982 71111 | • Lucknow: 400 3333 |
| • Punjab: 98153 31111 | • Kerala: 98956 63333 | • West Bengal: 98310 73333 | |