

# Customer Request Form

Please fill in BLOCK letters

Loan Account No: ..... Date: DD/MM/YYYY

Name of Borrower / Co-borrower / or authorized person on behalf of borrower: .....

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 <i>a) Provisional</i>	<input type="checkbox"/> <i>b) Final</i>	<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"/> Would you like to continue with the Life Insurance policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> 2. Part Payment with effect on	<input type="checkbox"/> <i>i) Tenure</i>	<input type="checkbox"/> <i>ii) EMI</i>	<i>(Please indicate below source of funds in case of pre-closure payment or part payment)</i>	
<input type="checkbox"/> <i>a) Salary / Business Income</i>	<input type="checkbox"/> <i>b) Proceeds from investments</i>	<input type="checkbox"/> <i>c) Sale of immovable property</i>	<input type="checkbox"/> <i>d) Sale of movable property such as jewellery, vehicle etc</i>	
<small><i>eg. FD, insurance, mutual funds, shares, debentures etc</i></small>				
<input type="checkbox"/> <i>e) Loan / contribution from family and relatives</i>	<input type="checkbox"/> <i>f) Transfer of loan to other bank / FI</i>	<input type="checkbox"/> <i>g) Other Sources</i> .....		
<input type="checkbox"/> 3. Refund Related	<input type="checkbox"/> <i>a) PF Refund</i>	<input type="checkbox"/> <i>b) Refund of Excess EMI Collected</i>	<input type="checkbox"/> <i>c) Other Refund</i>	
<input type="checkbox"/> 4. Bank Account Swap	<input type="checkbox"/> 5. ROI Conversion with effect on	<input type="checkbox"/> <i>i) Tenure</i>	<input type="checkbox"/> <i>ii) EMI</i>	
<input type="checkbox"/> 6. EMI Related	<input type="checkbox"/> <i>a) Payment/ EMI Not Deducted</i>	<input type="checkbox"/> <i>b) Date Change</i>	<input type="checkbox"/> <i>c) EMI- under construction</i>	<input type="checkbox"/> <i>d) EMI Amount Change</i>
In case of payments, if any - Cheque / DD No. .... ₹ .....				
Dated: DD/MM/YYYY				
Please note:				
<ul style="list-style-type: none"><li>• For any refund, copy of cancelled cheque or bank statement showing IFSC, bank account number &amp; account holder's name needs to be attached.</li><li>• Payment deposited will first be adjusted towards the overdue amounts (EMI/ cheque bounce/ late payment charge), if any.</li><li>• Once loan tenure is reduced due to part payment, at a later date, increase of tenure by reducing EMI will not be permitted.</li><li>• For a change in loan repayment bank account, current month's EMI will be debited from existing bank account only.</li></ul>				

**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 refund, copy of cancelled cheque or bank statement showing IFSC, bank account number & account holder's name needs to be attached.
  - Payment deposited will be first 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 change in loan repayment bank account, the current month's EMI will be debited from existing bank account only.

**For any queries please call us on 1800 266 6444 or write to us at [customercare@piramal.com](mailto:customercare@piramal.com)**