

**APPLICATION FOR CHANGE IN EMI DUE DATE**

**No**

To  
The Manager  
HDFC Bank LTD.  
Retail Loan Service Centre  
\_\_\_\_\_ Centre

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

Sub : Loan A/c No \_\_\_\_\_ in the Name of \_\_\_\_\_

Dear Sir,

You are requested to shift the EMI due date for above loan for following

- I receive my salary on later date
- Any other, please specify \_\_\_\_\_

Currently due date of EMI payment is \_\_\_\_\_

I wish to shift my EMI due date to \_\_\_\_\_ (Please refer table below to check available due dates for your loan product)

Loan	1 <sup>st</sup>	2 <sup>nd</sup>	5 <sup>th</sup>	7 <sup>th</sup>	15 <sup>th</sup>	20 <sup>th</sup>
Auto Loan / Used Car Loan		✓		✓		
Personal Loan / Business Loan				✓		
Two Wheeler Loan		✓	✓			
Commercial Vehicle Loan	✓		✓		✓	✓
Small Ticket Personal Loan / Business Loan		✓	✓			

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

Landmark : \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone No : \_\_\_\_\_ Mobile: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I/We hereby

- ❖ Authorise Bank to lodge the EMIs on revised due date as per my request.
- ❖ Ensure that sufficient funds will be made available in my account on such date.
- ❖ Agree that acceptance of revised due dates is at the sole discretion of the Bank and subject to necessary payments made to the Bank towards the change in EMI due date.
- ❖ This will form the part and parcel of the loan agreement executed by me.
- ❖ Agree that above mentioned address should be used as my correspondence address for all future communications pertaining to captioned loan

(Name and Signature of Customer)

**For Office Use Only**

**No**

- Address mentioned above, matches with system
- No outstanding EMI / Charges in Loan account

Name of Bank Official  
Official

Signature of Bank

SS No / Employee Code:

EROD No:

Date of receipt

Note:

- 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

**For CPU Use Only**

**No**

Date of receipt: \_\_\_/\_\_\_/\_\_\_

Letter sent to customer on: \_\_\_/\_\_\_/\_\_\_

Name of Bank Official

Signature of Bank Official

SS No / Employee Code:

Date of receipt



**Customer Acknowledgment**

**No**

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

We acknowledge receipt of your request to shift EMI due date of your above Loan A/c No \_\_\_\_\_ in the name of \_\_\_\_\_

Current due date of EMI : \_\_\_\_\_ Revised due date of EMI: \_\_\_\_\_

- It is at sole discretion of Bank to permit the change in EMI due dates
- Interest for the period by which EMI due date is shifted, would be payable
- We will send the detailed calculation of interest within 7 days of your request at the address mentioned above.
- **Revised terms will be activated within 25 days of your acceptance and payment of interest / charges, as mentioned above (if applicable). In case next instalment falls within 25 days, EMI will continue to be presented on existing due date.**
- **In case revised terms are activated, PDCs / Debit Instructions already lodged with us, at the time of avilment of loan, would continue to be presented on revised due dates.**
- You are requested to visit our Retail Loan service centre with the above letter received from us alongwith DD / Cheque for interest amount mentioned therein.
- 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

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