

**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
Agreement Number	
Customer Name	
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 \_\_\_/\_\_\_/\_\_\_**

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

Name & Signature of accepting official:

- 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.
  - The uncashed Post Dated Cheques (PDCs)/ Security Cheques will be defaced and retained at our end. In case you wish these to be returned, kindly lodge a request through phonebanking or e-mail helpdesk, (loansupport@hdfcbank.com) within a maximum of 45 days from the date of this application. In case we do not hear from you within this period the cheques shall be destroyed.
  - 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 write to us at loansupport@hdfcbank.com with complete details viz., Loan Account No., Name and Detail of the query or call us at the below PhoneBanking Numbers (Dial 4 for query on Loans).

**PhoneBanking Numbers**

Ahmedabad / Bengaluru / Chennai / Delhi & NCR / Hyderabad / Kolkata / Mumbai / Pune - 6160 6161

Chandigarh / Cochin / Indore / Jaipur / Lucknow / Patna - 6160 6161

Andhra Pradesh	99494 93333	Kerala	98956 63333	Punjab	98153 31111	West Bengal / Sikkim	98310 73333
Assam	99571 93333	M P / Chhattisgarh	98936 03333	Rajasthan	98750 03333	Bihar / Jharkhand	0612-6160616
Gujarat	98982 71111	Maharashtra (except Mumbai) / Goa	98906 03333	Tamil Nadu / Pondicherry	98406 73333	J & K / H P*	1800 180 4333
Haryana	99962 43333	Orissa	99379 03333	U P / Uttarakhnad	99359 03333	Meghalaya / Tripura / Nagaland / Mizoram*	1800 345 3333
Karnataka	99458 63333						

\* Toll free from BSNL landline