

Date _____

Customer details		
Name:	Loan account no:	
Address:		
City:	Pincode:	Mobile no:
Tel no:	Email id:	

Demographic Changes		
Change of Address <input type="checkbox"/>	Change in the Email id <input type="checkbox"/>	Change in the Contact No <input type="checkbox"/>
Id/Address Proof submitted:		Date of Expiry:

Deliverables Related		
Welcome Letter <input type="checkbox"/>	Amort schedule <input type="checkbox"/>	Interest Certificate <input type="checkbox"/>
Statement of Accounts <input type="checkbox"/>	Foreclosure statement <input type="checkbox"/>	List of documents <input type="checkbox"/>
Copy of Documents <input type="checkbox"/>	NOC for closed loans <input type="checkbox"/>	Other NOC's <input type="checkbox"/>

Payment Related		
Part payment <input type="checkbox"/>	Closure Payment/Cancellation <input type="checkbox"/>	EMI Payment <input type="checkbox"/>
Bounce & Late payment penalty <input type="checkbox"/>	Repayment Bank change <input type="checkbox"/>	Others <input type="checkbox"/>

Closure of the Loan		
Self funded <input type="checkbox"/>	Balance Transfer <input type="checkbox"/>	Property /Vehicle Sale <input type="checkbox"/>
Reason for Loan Closure /Balance transfer :		
Balance Transfer details : ROI offered by Other Bank/FI _____ Bank/FI name _____		
Original Collateral Documents shall be collected at the branch location :		

Payment Details to mentioned here	
Mode of Payment <input type="checkbox"/>	Cheque <input type="checkbox"/> Cash <input type="checkbox"/> DD <input type="checkbox"/>
Cheque/DD: Rs. _____ Cheque/DD no _____ Date of cheque _____ Deposit Date _____	
Bank Name _____ Payinslip no : _____ UTR (NEFT/RTGS payments) _____	

Others		
DD correction /Re issuance <input type="checkbox"/>	PMAY Related <input type="checkbox"/>	Insurance Cancellation <input type="checkbox"/>
Insurance claim <input type="checkbox"/>	Processing fees related <input type="checkbox"/>	Refund Related <input type="checkbox"/>
EMI not debited <input type="checkbox"/>	ROI related <input type="checkbox"/>	Loan Decline <input type="checkbox"/>
Property Document Collection (Closed Loans) <input type="checkbox"/>	Document Submission <input type="checkbox"/>	
MODT related <input type="checkbox"/>	Others <input type="checkbox"/>	

Customer's Signature _____

Branch Official's Signature _____

Acknowledgement to the customer:

Service request no _____

Date : _____

We have received the request for _____/ _____

towards your a/c _____ We have received the payment of Rs _____ /Rs _____

cheque/DD no _____ /Cash towards the same.



Name of the CSO : _____

Signature of the CSO: _____

Tranche Disbursement Request

Amount to be disbursed:	Favouring :	
Mode of payment :	DD / NEFT Payable Location :	Tranche no:

Part Prepayment

Part payment: As it is my /our intent to make a part payment to reduce my principal outstanding in my loan records, please accept my payment of Rs. _____/- vide cheque no. _____ drawn on _____ and proceed with rescheduling my loan by

 Reducing EMI & Tenor to be kept Constant

 Reducing Tenor and EMI to be kept constant

Acceptance of my/our request for reschedulement of loan is at the sole discretion of Equitas Bank. Any Partpayment made in the loan account would be first adjusted towards the pending instalments if any and only the balance amount would be adjusted towards the principal. Partpayment charges would apply as per the sanction terms and conditions.

Change in the Repayment Mode/NACH Re submission

I /We wish to change the instructions for payment of the EMIs in respect of the captioned loan from my existing mode of repayment to the revised mode

 NACH

 Standing Instructions

 NACH re submission/curing
Revised repayment details

Bank Name _____ Bank Account Number _____

Security Cheque nos _____ Swap Charges of Rs _____ Drawn on Bank Dated _____

I/We are aware and accept the following,

- I/We are aware that the revised instructions on will be affected in Bank's records from the forthcoming instalment due date after successful ACH registration.
- That Equitas Bank may require 25 days to activate the revised instructions in the loan account. In case the next instalments fall due prior to said date, the existing repayment instructions already lodged with Equitas Bank will be presented for payment.
- The un-cashed Post-dated cheques/Security cheques will be defaced & retained. In case I/We wish that the existing cheques submitted initially for repayment be returned back to me/us, I/We need to lodge a request within 15 days from the date of this application. In case we do not hear from you within this period, the existing cheques, lodged initially will be defaced & destroyed.

Declaration for Excess Funds:

I agree that I will notify the bank, in the event of any excess funds transferred to my loan account. in the event of my failure to inform the Bank about the excess fund transfer, I authorize the bank to adjust the excess fund to receivable in my loan(s) and refund the remaining amount to my repayment account without prior notice to me.

Remarks/Other Requests

Customer's Signature _____

Branch Official's Signature _____

Acknowledgement to the customer:

You can contact our Call Centre @ **1800-103-2977** (Toll Free)

Visit us at **www.equitasbank.com**

Email :**customerservice@equitasbank.com**