

# ASSET SERVICE REQUEST FORM

## CUSTOMER REQUEST FORM

Loan Account No.                     Date

Customer Name

Product:  Personal Loan  Home Loan  Business Loan  Loan Against Property

I/We hereby request/authorise to kindly provide the following for above captioned account:

### TELL US ABOUT THE DOCUMENTS REQUIRED (TICK WHICHEVER IS REQUIRED)

Provisional Interest Statement <input type="checkbox"/>	Statement of Account <input type="checkbox"/>	Balance Certificate <input type="checkbox"/>
Final Interest Statement <input type="checkbox"/>		Dated <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
FY <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Repayment Schedule <input type="checkbox"/>	Copy of Loan Agreement <input type="checkbox"/>	NOC/Duplicate NOC <input type="checkbox"/>
Copy of Property Documents <input type="checkbox"/>	List of Documents <input type="checkbox"/>	Foreclosure Letter <input type="checkbox"/>

### TELL US ABOUT THE CHANGES/UPDATES YOU WOULD LIKE TO DO IN YOUR EXISTING LOAN

<b>Swap of Repayment Instrument</b>	<b>Switching Interest Rate</b>
SI (Standing Instruction) to SI <input type="checkbox"/>	Floating to Fixed Rate <input type="checkbox"/>
SI to NACH <input type="checkbox"/>	Fixed to Floating Rate <input type="checkbox"/>
NACH to SI <input type="checkbox"/>	
NACH to NACH <input type="checkbox"/>	
<b>Re-Pricing of existing loan</b>	<b>Product Conversion</b>
from _____% to _____%	My existing loan is _____
	Please convert the same to _____
<b>Part Prepayment</b>	<b>Foreclosure</b>
EMI Change <input type="checkbox"/>	Balance Transfer <input type="checkbox"/>
Tenure Change <input type="checkbox"/>	Own Funds <input type="checkbox"/>
Amount (in Rs) <input type="checkbox"/>	Sale of Property <input type="checkbox"/>
	Internal Balance Transfer <input type="checkbox"/>
<b>Shift-In-EMI Due Date</b>	<b>Charges Rs. _____/- Cheque No.: _____</b>
From _____ to _____	Bank Name: _____

Bearer Name	Bearer Signature
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I hereby authorize and have no objection in the Bearer collecting the Account Summary Statement to the effect as mentioned above and also confirm the signature of the Bearer to be true & accurate. I the undersigned, have read, understood and agree to absolutely and unconditionally abide by and be bound by the Terms and Conditions displayed on website [www.idfcfirstbank.com](http://www.idfcfirstbank.com) as revised from time to time by IDFC FIRST Bank Limited, in relation to all of my accounts, for present and future, maintained/opened/to be maintained/to be opened with IDFC FIRST Bank Limited.

\_\_\_\_\_  
Signature of the Customer

### FOR BANK USE ONLY

Service Request No.

Employee ID

Name of the Branch Official

Sourcing Branch Code

Signature of the Branch Official