

The Manager,  
HSBC

\_\_\_\_\_ Branch

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

Sir,

Home/Car/Personal/AssetLink Loan Account No.: \_\_\_\_\_

Savings Account No. (if any): \_\_\_\_\_

### Statement/Certificates/Miscellaneous Requests

- Please send my loan account statements detailing interest and principal payment for the period \_\_\_\_\_ to \_\_\_\_\_.
- Please send an interest certificate for my above loan account for the Financial Year \_\_\_\_\_.
- Please send a repayment track record for the period \_\_\_\_\_ to \_\_\_\_\_.
- Please change my existing correspondence address to the following new address: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(Please attach a copy of address proof if the account is less than six months old)

### Home Loan Documents

- Please provide me with a List of Documents held in your safe custody, pertaining to my Home Loan Account mentioned above.

### Loan Repayment Requests

- I wish to replace my Post Dated Cheques (PDCs) with new cheques for the Loan Account No. \_\_\_\_\_.
- Please provide me the details for the following:
- No. of PDCs required as per the balance tenure \_\_\_\_\_
  - Date of the PDCs: \_\_\_\_\_ of every month
  - Amount of the PDCs: ₹ \_\_\_\_\_ being the EMI amount

#### Instructions for swapping with fresh PDCs:

- Please debit my Savings account \_\_\_\_\_ with ₹250 being swapping charges
- Please find enclosed cheque no. \_\_\_\_\_ for an amount of ₹250 being swapping charges  
(Please note the PDCs should be favouring 'HSBC Bank - Loan Account Number')

- I wish to change the repayment mode of my Loan Account No. \_\_\_\_\_ from SI to Electronic Clearing Service (ECS).

- Please find enclosed the ECS mandate form duly attested by the Bank  
(Format available at your HSBC branch)
- 5 Undated cheques with the EMI amount favouring 'HSBC Bank - Loan Account No. \_\_\_\_\_' and 1 cancelled specimen cheque from your Savings Account

Please Turn Over

I wish to change the repayment mode of my Loan Account No. \_\_\_\_\_ from ECS to SI. Please find attached the SI form plus 5 UDCs with the EMI amount favouring 'HSBC Bank - Loan Account No. \_\_\_\_\_':  
(SI form available at your HSBC Branch)

Please change my Standing Instructions on the above mentioned Loan Account No. from \_\_\_\_\_ to \_\_\_\_\_. Please find enclosed 5 Undated Cheques (Cheque Nos. \_\_\_\_\_ to \_\_\_\_\_) for ₹ \_\_\_\_\_ each favouring 'HSBC Bank - Loan Account No. \_\_\_\_\_':

**Loan closures/Prepayments/EMI Payment:**

Please Foreclose/partially Prepay/collect EMI of my above Car Loan/Personal Loan/Home Loan/LAP by:

- Debiting my above Savings Account no. \_\_\_\_\_ with ₹ \_\_\_\_\_ for the closure/prepayment/EMI proceeds
- Realising cheques\*\* no. \_\_\_\_\_ for an amount of ₹ \_\_\_\_\_ dated \_\_\_\_\_ Vide document no. \_\_\_\_\_ (to be filled by the Branch)
- Payment by cash<sup>1</sup> of ₹ \_\_\_\_\_ vide document no. \_\_\_\_\_ to be filled by the Branch)

The foreclosure/prepayment charges and the accrued interest on the loan are to be included in the total payoff amount.

**\*\* Applicable for Non-Resident Customer: I confirm that the cheque is issued from my: (tick as applicable)**

Home Loan		Loan Against Property	
<input type="checkbox"/>	NRO Account	<input type="checkbox"/>	NRO Account
<input type="checkbox"/>	NRE Account	<input type="checkbox"/>	NRE Account
<input type="checkbox"/>	Proceeds of FCNR Account	<input type="checkbox"/>	Proceeds of FCNR Account
<input type="checkbox"/>	Close Relative's Bank Account <sup>§</sup>	<input type="checkbox"/>	Close Relative's Bank Account <sup>§</sup>
<input type="checkbox"/>	The sale proceeds of the immovable property against which such loan was granted	<input type="checkbox"/>	The sale proceeds of the immovable property against which such loan was granted

In case of Home Loan payment from the Bank account of Close Relatives, please state, Relationship: \_\_\_\_\_

<sup>§</sup>Close Relative as defined in Companies Act, 1956<sup>2</sup>. Please visit [www.hsbc.co.in](http://www.hsbc.co.in) for details.

I wish to close my above Car Loan/Personal Loan/Home Loan, please provide me with the outstanding as of \_\_\_\_\_ along with the relevant charges.  
Foreclosure Statement. Reason for closure \_\_\_\_\_

Please issue an NOC for my Car/Personal Loan Account No. \_\_\_\_\_

**Home Loan Tranche Disbursals**

Please disburse ₹ \_\_\_\_\_ to the builder/myself vide Cashier's Order favouring \_\_\_\_\_ by debiting my Loan Account No. \_\_\_\_\_.  
(Please attach the relevant documents, e.g. Margin Money receipts, builder demand letter, etc.)

<sup>1</sup>For Non-Resident customers, cash payments cannot be accepted for EMI payments or prepayments in line with FEMA regulations.

<sup>2</sup>Extract of Section 6 of the Companies Act 1956, Meaning of 'relative': A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family; or / (b) they are husband and wife; or / (c) the one is related to the other in the manner indicated in Schedule IA; please contact the branch for information on list of relatives in Schedule IA.

Please convert my Interest Servicing Loan Account No. \_\_\_\_\_ to an EMI Servicing Account with immediate effect along with the available balance and with the amount disbursed till date. (Please attach relevant documents)

**Other Instructions (please write in detail)**

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\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Signature (Co-Applicant)

\_\_\_\_\_  
Signature (Co-Applicant)

(All Applicants to sign in case of Foreclosure requests)

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

For Office Use only

Signature verified by Branch/LRU

For CRU-MRV use